

SOFTWARE, DATA SHARING AGREEMENTS

Software purchasing require a completed information Services review questionnaire. Please note that click thrus are considered contract agreement

- Information Services [Questionnaire](#)
- To submit directly to [Information Services](#) for review
- [Terms and Conditions for Data Security](#)
- [ITS Software Licenses](#)

POLICY GUIDANCE

WSU has several policies that ensure any contracts or data sharing agreements (DSA) with third parties meet WSU and regulatory requirements. Two important policies are Executive Policies (EP) [EP 8: WSU System Data Policies](#) and [EP 37: WSU Information Security Policy](#).

[Executive Policy 8](#) defines the roles and responsibilities of key participants in the protection and management of WSU data. Specifically, the definition of the Information Owner (IO) and the associated responsibility of that role. The policy states that the IO is responsible, among many other things, risk mitigation and/or accepting the information security and privacy risk to the WSU system and individuals from business unit operations.

[Executive Policy 37](#) states that a vendor contract review and risk assessment must be conducted prior to WSU releasing or receiving confidential or regulated data to or from a third party. The best way to meet this requirement is to use the online [ITS Questionnaire](#).

The contract risk review process, which can also be used for data sharing agreements, is intended to support the policies above. Business unit requestors should use the risk review and associated risk rating to work with their team(s) to mitigate risk where possible, and to help the IO to determine whether any remaining risk is acceptable.

The Information Owner or named delegate must have a thorough understanding of the data and the classification of all data that may be shared with the vendor or third party. It is helpful to provide a list of the data elements involved in the ITS questionnaire to ensure the appropriate policies and regulations are considered during the risk review.

During the contract/data sharing agreement review, the Information Technology Service Information Security Services (ITS ISS) team will review numerous aspects of the software or service being obtained, policies or regulations involved, contract terms, and security and compliance controls documented or demonstrated by the vendor. ISS will provide a risk

rating. It is then up to the Information Owner to determine whether to accept that risk and move forward with the contract.

POLICY:

Executive Policy 8: WSU System Data Policies

Executive Policy 37: WSU Information Security Policy.

QUESTIONS:

Kerry Johnson email: kerry_johnson@wsu.edu or 509-335-7818