

8040.S001 Third Party Security

Implements:	CSU Policy #8040.0
Policy Reference:	http://www.calstate.edu/icsuam/sections/8000/8040.0.shtml

Introduction

Campuses must ensure that when critical or protected information is shared with third parties, it is either specifically permitted or required by law and that a written agreement is executed between the parties that addresses the applicable laws, regulations, and CSU/campus policies, standards, procedures, and security controls that must be implemented and followed to adequately protect the information asset.

The agreement must also require the third-party, and any of its subcontractors with whom it is authorized to share the data, to share only the minimum information necessary, to securely return or destroy the personal information upon expiration of the contract, and to provide immediate notification to the campus, whenever there is a breach of Level 1 data.

1.0 Third Party Contract Language

When developing a contract, each campus must address the following:

- a) Include a clear description of the scope of services provided under the contract or purchase order.
- b) Clearly state the security requirements for the vendors to ensure that their work is consistent with the CSU security policy and standards.
- c) Require compliance with the CSU security policy and standards. Exceptions may only be granted by the campus President (or President-designee) and must be reported to the ISO.
- d) Clearly identify any and all types of protected data to be exchanged and managed by the vendor.
- e) Identify incident reporting requirements.
- f) Require immediate notification of any security breaches associated with Level 1 information.
- g) Require notification within a specified period of time of any security breaches associated with all other information.
- h) If appropriate, make provisions for CSU to have the ability to inspect and review vendor operations for potential risks to CSU operations or data.

REVISION CONTROL

Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
06/17/2011	Cheryl Washington	Release of New Document	All

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
02/03/12	ISAC	Approved
06/13/12	William Perry	Approved