

Supplier Relationship Security Standard

Initially Approved: April 19, 2017

Revised August 21, 2020 (as the Supplier Relationship Security Standard)

Administering Office: Office of the CIO

I. STANDARD STATEMENT

This standard operates under University Policy 117 Information Security.

The security of information processed, transmitted, or stored by organizations contracted by WCU to provide those services needs to be insured. This means that WCU must put in place and manage contracts that protect the confidentiality, integrity and availability of information handled by suppliers of these services.

II. SCOPE AND APPLICATION OF THE STANDARD

This standard affects all WCU information technology systems that are supported by suppliers, whether the system or service provided is on-premises or not.

III. DEFINITIONS

approval of the data steward or their designee for the pertinent data

- ii. Access must be granted on a temporary basis to suppliers per University Policy 95

a. IT contract requirements

Contracts that relate to services where WCU data is stored off campus must utilize the standard WCU IT contract addendum, or contract language that sufficiently insures the security of the data. Also, a completed copy of the EDUCAUSE Higher Education Cloud Vendor Assessment Tool must be provided by the supplier as part of the RFP process prior to signing a contract.

When purchasing software solutions, either hosted or on-premises, where WCU has not issued an RFP then the supplier must complete the

and must agree to their role in fulfilling the requirements for PCI compliance. If the contract with the service provider does not sufficiently address this then the service provider must sign the PCI Service Provider Agreement Addendum.

V. REVIEW

This standard and the contract addendums mentioned herein will be reviewed periodically and updated as necessary.

VI. REFERENCES

International Standard (ISO/IEC 27002:2022, Clause 5 Organizational Controls)

45 CFR Part 164, Subpart C, Security and Privacy

[University Policy 117 Information Security](#)

[University Policy 95](#)

[WCU Data Handling Procedures](#)

[EDUCAUSE Higher Education Cloud Vendor Assessment Tool](#)

[WCU IT Solution Initial Assessment Tool](#)

[IT Contract Addendum](#)

[HIPAA Business Associate Contract](#)

[PCI Service Provider Agreement Addendum](#)