[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11377&utm_source=integrated+content&utm_campaign=/content/project-risk-templates&utm_medium=Project+Risk+Assessment+Questionnaire+doc+11377&lpa=Project+Risk+Assessment+Questionnaire+doc+11377&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT RISK ASSESSMENT QUESTIONNAIRE**

|  |  |
| --- | --- |
| VENDOR NAME | VENDOR ADDRESS |
|  |  |
| POINT OF CONTACT | CONTACT INFORMATION |
|  |  |

INSTRUCTIONS: Please complete this questionnaire in its entirety, leaving notes and attaching supporting documentation where necessary.

**Nature of Data Vendor Will Have Access to** *check all that apply*

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **DATA TYPE** | | **NOTES** |
|  | No exchange of data | |  |
|  | Demographic data | |  |
|  | Financial data | |  |
|  | Personal data (e.g., name, address, phone number) | |  |
|  | Non-public personal data (e.g., SSN, medical, proprietary) | |  |
|  | Other: |  |  |

**POLICIES AND PROCESSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **QUESTION** | **NOTES** |
|  |  |  | Does your organization document, publish, and enforce security policies? |  |
|  |  |  | Does your organization document and enforce HR policies? |  |
|  |  |  | Does your organization document and enforce policies for authorized use of networked services? |  |

**POLICIES AND PROCESSES** *continued*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **QUESTION** | **NOTES** |
|  |  |  | Does your organization document and enforce policies for authorized use of company email, internet, and intranet? |  |
|  |  |  | Does your organization document and enforce encryption policies and standards? |  |
|  |  |  | Does your organization document and enforce policies regarding the storage, use, and disposal of sensitive data? |  |
|  |  |  | Does your organization document and enforce policies regarding the storage, use, and disposal of sensitive data by third parties? |  |
|  |  |  | Does your organization outsource functionalities related to security management? |  |
|  |  |  | Do policies and procedures adhere to and comply with privacy laws and regulations related to the security, concealment, and safeguarding of customer data? |  |
|  |  |  | Are the penalties associated with non-compliance to your organization’s policies well documented? |  |
|  |  |  | [Insert Policies and Processes Question Here] |  |
|  |  |  | [Insert Policies and Processes Question Here] |  |
|  |  |  | [Insert Policies and Processes Question Here] |  |

**PHYSICAL AND DATA CENTER SECURITY MEASURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **QUESTION** | **NOTES** |
|  |  |  | Does your organization regularly review and assess physical and environmental risks? |  |
|  |  |  | Do data center perimeter controls involve the use of access cards? |  |
|  |  |  | Do data center perimeter controls involve the use of keypad controls? |  |
|  |  |  | Do data center perimeter controls involve the use of security guards? |  |
|  |  |  | Do data center perimeter controls involve the use of \_\_[add measure here]\_\_? |  |
|  |  |  | Do you have business continuity procedures in place if the office is inaccessible for any reason? |  |
|  |  |  | Is all network equipment physically secured? |  |
|  |  |  | Does your organization use data center providers? |  |
|  |  |  | Does your organization utilize visitor logs? If so, are they maintained for more than 30 days? |  |
|  |  |  | Does your organization maintain a written policy regarding physical security requirements for the office? |  |
|  |  |  | [Insert Physical and Data Center Security Question Here] |  |
|  |  |  | [Insert Physical and Data Center Security Question Here] |  |

**MALWARE SECURITY MEASURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **QUESTION** | **NOTES** |
|  |  |  | Are all emails scanned for viruses? |  |
|  |  |  | Is anti-virus software required and enabled on all network computers? |  |
|  |  |  | Does anti-virus software have an established frequency of scanning on network computers? |  |
|  |  |  | Does your organization allow the installation of non-approved software on network computers? |  |
|  |  |  | [Insert Malware Security Question Here] |  |
|  |  |  | [Insert Malware Security Question Here] |  |
|  |  |  | [Insert Malware Security Question Here] |  |

**INFORMATION SECURITY MEASURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **QUESTION** | **NOTES** |
|  |  |  | Does your organization have an information security program in place? (In the notes column, please provide a link to all relevant public-facing security and privacy policies.) |  |
|  |  |  | If your organization has an information security program, does it apply to all operations and systems that process sensitive data? |  |
|  |  |  | Are relevant staff and managers professionally certified in information security? |  |
|  |  |  | Is administrator-level access limited on network infrastructure? |  |
|  |  |  | Are strict controls in place in order to access security logs? |  |
|  |  |  | [Insert Information Security Question Here] |  |
|  |  |  | [Insert Information Security Question Here] |  |
|  |  |  | [Insert Information Security Question Here] |  |

**NETWORK INFRASTRUCTURE SECURITY MEASURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **QUESTION** | **NOTES** |
|  |  |  | Does your organization maintain a network security policy? |  |
|  |  |  | Are all routers systematized with access control lists to stifle unauthorized traffic? |  |
|  |  |  | Are server operating systems patched at the latest level? |  |
|  |  |  | Does your organization have a process in place to track and communicate vulnerability patches? |  |
|  |  |  | Does your organization back up your data? |  |
|  |  |  | Are backups stored and tested? |  |
|  |  |  | Are employee devices encrypted? |  |
|  |  |  | Is a third party used to test network infrastructure security? |  |
|  |  |  | Do you employ intrusion detection systems? |  |
|  |  |  | [Insert Network Infrastructure Security Question Here] |  |
|  |  |  | [Insert Network Infrastructure Security Question Here] |  |
|  |  |  | [Insert Network Infrastructure Security Question Here] |  |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
|  |

|  |  |  |
| --- | --- | --- |
| RISK ASSESSOR NAME AND TITLE | SIGNATURE | DATE |
|  |  |  |

|  |
| --- |
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