



# INFORMATION SECURITY CHECKLIST

## Service Provider Security Risk Assessment Checklist

### Introduction

1. This document is intended to assist [Users](#) in managing their key privacy and security risks when engaging with a Service Provider.
2. This checklist has been issued by the Chief Information Officer to supplement the [Outsourcing and Service Provider Access](#) standard. Questions about this checklist may be referred to [information.security@ubc.ca](mailto:information.security@ubc.ca).
3. Users who engage a Service Provider are responsible for ensuring the Service Provider is aware of the requirements in this checklist, and should use the checklist to validate the requirements are being met before, during, and after the Service Providers' engagement.

### Checklist

<input type="checkbox"/>	The Service Provider is aware of <a href="#">Policy 104, Acceptable Use and Security of UBC Electronic Information and Systems</a> , and its accompanying standards.
<input type="checkbox"/>	Prior to being granted access to <a href="#">Confidential or Sensitive Information</a> , the Service Provider has signed a Security and Confidentiality Agreement (SACA) OR the primary contract with the Service Provider contains equivalent privacy and security language.
<input type="checkbox"/>	The Service Provider's access to <a href="#">UBC Electronic Information and Systems</a> is granted on the principle of 'least privilege', access is authenticated and role-based, and any access to UBC Systems containing Confidential Information is logged, where possible.
<input type="checkbox"/>	Work of the Service Provider is monitored and reviewed by a UBC employee.
<input type="checkbox"/>	The Service Provider stores UBC Electronic Information in a separate system or database, or has alternate controls.
<input type="checkbox"/>	The Service Provider regularly backups UBC Electronic Information to a secure location in accordance with the terms and conditions as specified by the <a href="#">Information Steward/Owner</a> .
<input type="checkbox"/>	The Service Provider does not access or store <a href="#">Personal Information</a> outside of Canada, unless legally authorized to do so <sup>1</sup> .
<input type="checkbox"/>	The Service Provider transmits <a href="#">UBC Electronic Information</a> in accordance with Information Security Standard #3, Transmission and Sharing of UBC Electronic Information.
<input type="checkbox"/>	The Service Provider's access to UBC Electronic Information and Systems is revoked on completion of the project or termination of the agreement.
<input type="checkbox"/>	Within seven days of project completion or termination of the agreement, the Service Provider: <ul style="list-style-type: none"> <li>• returns all UBC assets in its possession to UBC, and</li> <li>• destroys UBC Electronic Information using destruction methods compliant with Information Security Standard #8, Destruction of UBC Electronic Information, and provides a signed confirmation of destruction to the Administrative Head of Unit.</li> </ul>

### Related Documents

- [Policy 104, Acceptable Use and Security of UBC Electronic Information and Systems](#)
- [Destruction of UBC Electronic Information standard](#)
- [Outsourcing and Service Provider Access standard](#)
- [Transmission and Sharing of UBC Electronic Information standard](#)
- [Security and Confidentiality Agreement \(SACA\)](#)

<sup>1</sup>For example, temporary access or storage outside of Canada is allowed when necessary for installing, implementing, maintaining, repairing, trouble-shooting or upgrading an electronic system or recovering data from such a system; and is limited to the minimum amount of time necessary for that purpose.