



## Information Technology Security Review Form

Vendor/Provider Name	
Requisition Number	
Department Contact Name	
Department Contact Email	
Date Submitted	

Rensselaer relies on many outside information technology service providers to perform business and academic functions and to manage and deliver business and academic information vital to the Institute's operation. This reliance can put Rensselaer at risk were the service provider to fail in its duty to deliver the required service or to protect the integrity of Rensselaer data.

In support of an assessment of the risk created by reliance of the service provider, the following sections request information to (1) identify the business or academic service performed, (2) identify the Rensselaer data involved in this service, and (3) describe the interaction between existing systems and services.

The following documentation should be gathered from the vendor and submitted with this form for review:

- ✓ HECVAT
  - If dealing with confidential data HECVAT Full should be provided, otherwise a HECVAT Lite is acceptable.
  - SSAE18/SOC 2 Audit if available (expected if dealing with confidential data).
- ✓ VPAT
- ✓ Privacy Policy/Agreements (may be included in HECVAT)

## Function Performed

In general terms, what function or service does the information technology service provider perform for Rensselaer?



Describe the the principal audience for the service and quantify approximate number of users of each type (E.g., administrative staff within a specific campus unit, students as part of a course or independent study, students part of a research program, general public, etc..)

## Data Description & Classification

Select any of the following data that may be sent to this provider or collected by provider on Rensselaer's behalf (This is not all inclusive – anything additional should be specified in next box below).

- ☐ Medical Records or Health Information
- ☐ Social Security Number
- ☐ Student ID/RIN
- ☐ Driver's license number or non-driver identification card number
- ☐ Financial account number or credit/debit card number
- ☐ Date of Birth
- ☐ Login credentials (SSO preferred\*\*\*\*)

Describe in detail what additional Rensselaer data, if any, will be shared with the service provider or collected on behalf of Rensselaer and what the data classification is. The data may span multiple categories; please identify them all.

Describe how data will be provided to/from the vendor in detail. If this requires integration or feeds from existing systems, please outline that here.



## On premises services/software

If this service involves services installed on campus, please provide overview of where this will be installed, who will be doing the installation, whether elevated privileges are required to run.

The department contact may be contacted to clarify or elaborate on any details so should have a grasp of the service provided, data involved, and overall security requirements. The department contact is responsible for getting clarification from the vendor if needed on any questions related to the IT security review.