CAMPUS GUIDANCE FAQ BPM 3.4.4 – DATA SECURITY

The following Q&A provides information on the recently introduced Supplier Contracts Assessment Intake Form and Contract Checklist. The details are shared to help you familiarize yourself with the new process and understand how it impacts the contract creation and renewal process.

1. **Why is there a BPM 3.4.4 Supplier Contracts Assessment Intake Form and Contract Checklist?**

The University System of Georgia (USG) recently updated the USG Business Process Manual (BPM) to include a new section on Data Security requirements (BPM 3.4.4). This new section helps evaluate and manage external access to any Institute and/or USG data.

Effective immediately, upon the creation of a new contract, amendment of a contract or at the next renewal of an existing contract, all USG institutions and organizations (collectively herein, “organizations”) must ensure that suppliers (or other third parties, herein, “suppliers”) with access to USG data are adequately protecting that data.

All USG institutions and organizations must ensure that suppliers (or other third parties) with access to USG data are adequately protecting that data. Such protection must be at least the same level of protection provided by Georgia Tech and/or the USG and as required by policy, law, or regulation.

Georgia Tech has created a USG-approved process for Cybersecurity review and Procurement review with documentation as required by the BPM. When data is shared with the supplier the Departmental End user must complete the BPM 3.4.4 Supplier Contracts Assessment Intake Form and complete the Contract Checklist to meet the USG requirements.

2. **How often is BPM 3.4.4 Supplier Contracts Assessment Intake Form needed?**

Annually, when sharing data with the supplier. It is also required for any amendment and/or renewal or one time purchase when sharing data with the supplier. This includes zero ($0) dollar purchases.

This form is located in ServiceNow: [https://gatech.service-now.com/home/?id=sc_cat_item&sys_id=cae57d8e1bdcc55829eba8e2b24bcb2b](https://gatech.service-now.com/home/?id=sc_cat_item&sys_id=cae57d8e1bdcc55829eba8e2b24bcb2b).

Knowledge Article KB0028660; [https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0028660](https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0028660)

3. **Where do I find the BPM 3.4.4 Contracts Assessment Intake Form?**

ServiceNow ([https://gatech.service-now.com/home/?id=sc_cat_item&sys_id=cae57d8e1bdcc55829eba8e2b24bcb2b](https://gatech.service-now.com/home/?id=sc_cat_item&sys_id=cae57d8e1bdcc55829eba8e2b24bcb2b)).

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4. **How often does the Contract Checklist need to be completed?**

Annually for:

- **All contracts** housed in Workday (WD) (including those for goods only) plus any amendments and renewals.

Also, but not limited to each purchase for:

- Cloud based software, not on a WD contract
- Professional services, not on a WD contract
- Consulting agreements, not on a WD contract
- Networking equipment, not on a WD contract
- IaaS – Infrastructure as a Service, not on a WD contract
- Supplier access to Students, Employees, Minors, Monies, Sensitive/Confidential Data, Mission-Critical Service, and/or Facilities.

This includes zero (0) dollar purchases. Submit with requisition, PO or ServiceNow Incident ticket. Contracting Officer may require the form to be completed for other types of purchases.

5. **Where do I find the BPM 3.4.4 Contract Checklist Form?**

Procurement Website [https://procurement.gatech.edu/purchasing/forms](https://procurement.gatech.edu/purchasing/forms)

Fill in:

- PO/RQ/ServiceNow(SN) or WD Contract number
- Supplier Name
- Description - what you are purchasing and any details of how it will be used and what data (some examples below) you will be sharing with the supplier.
  - Name
  - Health Information
  - Contact information including, without limitation, email address, physical address, phone number and other location data
  - GT ID#, GT Account (User ID)
  - IP address or other online identifier
  - Unique personal identifiers and biographical information (i.e., date of birth)
  - Photographs of the data subjects
  - Details of the data subjects’ education and/or employment qualifications
  - Information related to visa requirements, copies of passports and other documents to ensure compliance with U.S. laws
  - Financial information gathered for the purposes of administering fees and charges, loans, grants, scholarships, etc.
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✓ Information related to the prevention and detection of crime and the safety of employees, students and visitors of Georgia Tech.
  • All **three** (3) Data Security questions
  • Background Checks questions

Submit Contract Checklist with your purchase PO/RQ/ServiceNow(SN) ticket.