 Introduction

When selecting a vendor who will work with Stony Brook University data, the following questions must be answered by the Stony Brook employee, and a completed HECVAT questionnaire is required to be completed by the vendor if they are providing or using cloud services to deliver the sought after solution. The answers provided along with the feedback given by our vendor review group will help the business unit to select a vendor that aligns with SBU’s risk tolerance.

Once fully completed, a service request should be open via service.stonybrook.edu (Security → Security Policy and Compliance → Request a vendor review) and this form, the completed HECVAT and associated documentation should be attached to the ticket. It will then be reviewed by a team of subject matter experts, including Stony Brook's Chief Information Security Officer. Someone may contact the Contractor to discuss questions, concerns and issues related to this questionnaire, and to make mutually agreed upon changes to Contractor's information security or this questionnaire.

If changes occur to an already recorded questionnaire, the Contractor providing services to Stony Brook University must promptly notify Stony Brook of any updates to any related policies, procedures, practices or technologies. Stony Brook may require such Contractor to provide an updated report to reflect those changes.
General Information: Stony Brook Employee Completes

1. Stony Brook University Contact Information
   Contact Name: ........................................................................................................
   Contact Phone: .....................................................................................................
   Contact Email: .....................................................................................................

2. Contractor Product Name/Information
   Product Name: .....................................................................................................
   Product URL: ........................................................................................................

3. Contractor Contact Information
   Contractor Name/Organization: ............................................................................
   Contact Name: .....................................................................................................
   Contact Title: ......................................................................................................
   Contact Phone: ..................................................................................................
   Contact Email: ..................................................................................................

4. Describe the product or service to be provided to Stony Brook University, including the problem to be solved or business need to be fulfilled by this Contractor relationship.

5. Who is the primary user of the product or service?

6. Who or what groups will provide support for the product or service once implementation begins? If locally controlled, what services will your area need from the University provided services?
7. Specify the category of data that will be collected, created, received, stored, accessed, processed, transmitted, hosted or otherwise managed. Categories are defined here: https://www.stonybrook.edu/policy/policies.shtml?ID=302

Category 1
Category 2
Category 3

8. Select all the types of data that will be collected, created, received, stored, accessed, processed, transmitted, hosted or otherwise managed. Stony Brook University's information security policies are posted on the IT Policy site: http://it.stonybrook.edu/policies

Student Records (FERPA)
Health Records (PHI/ HIPAA)
Financial Information/ Credit Card Information (PCI)
Social Security Numbers
Personally Identifiable Information (PII)
Other (Please Specify) ___________________________

9. Please specify all record elements being collected
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In the event of hiring any cloud vendor, the HECVAT Lightweight version must be completed by the vendor. In cases where Category 3 data (e.g. PHI, Social Security Numbers, Credit Card Information, Large datasets of FERPA information) are being stored, transmitted or processed via the vendor, the full HECVAT must be completed and stored by the vendor.

HECVAT Overview:
https://library.educause.edu/resources/2016/10/higher-education-cloud-vendor-assessment-tool

HECVAT Full version:
https://library.educause.edu/~/media/files/library/2016/10/higheredcloudvendorassessmenttool.xlsx

HECVAT Lightweight Version:
https://library.educause.edu/~/media/files/library/2017/5/higheredcloudvendorassesstoollite.xlsx