Supplier Cyber and Data Assessment (SCDA)

Process Overview

This guidance is also available as a flowchart – see page 2.

Are you engaging a new supplier or renewing a contract?

If the supplier has a connection to any University IT network/Digital Service and/or the supplier will handle any University data/personal information, you will need to carry out a Security Cyber and Data Assessment as part of the procurement.

Is the supplier providing a cloud-based service?

There are 3 main steps in the assessment process.

1. Which assessment to complete

If the supplier is providing a cloud based service, then you need to complete Cloud and Managed Service Provider Assessment.

If no cloud based service is being provided then you just need to complete the Supplier Cyber and Data Assessment (SCDA).

2. Completing the assessment

- Download the relevant questionnaire from the links above and complete Part 1.
- Send the part-completed Questionnaire to your preferred supplier.

When the supplier returns the completed questionnaire to you, you must:

3. Forward the questionnaire to DDIS for assessment

- Log a call with the IT Service Desk and attach the questionnaire and any supporting documents submitted by the supplier.
- DDIS will assess the information security risks and data protection compliance. You may be asked to liaise with the supplier to obtain further information.
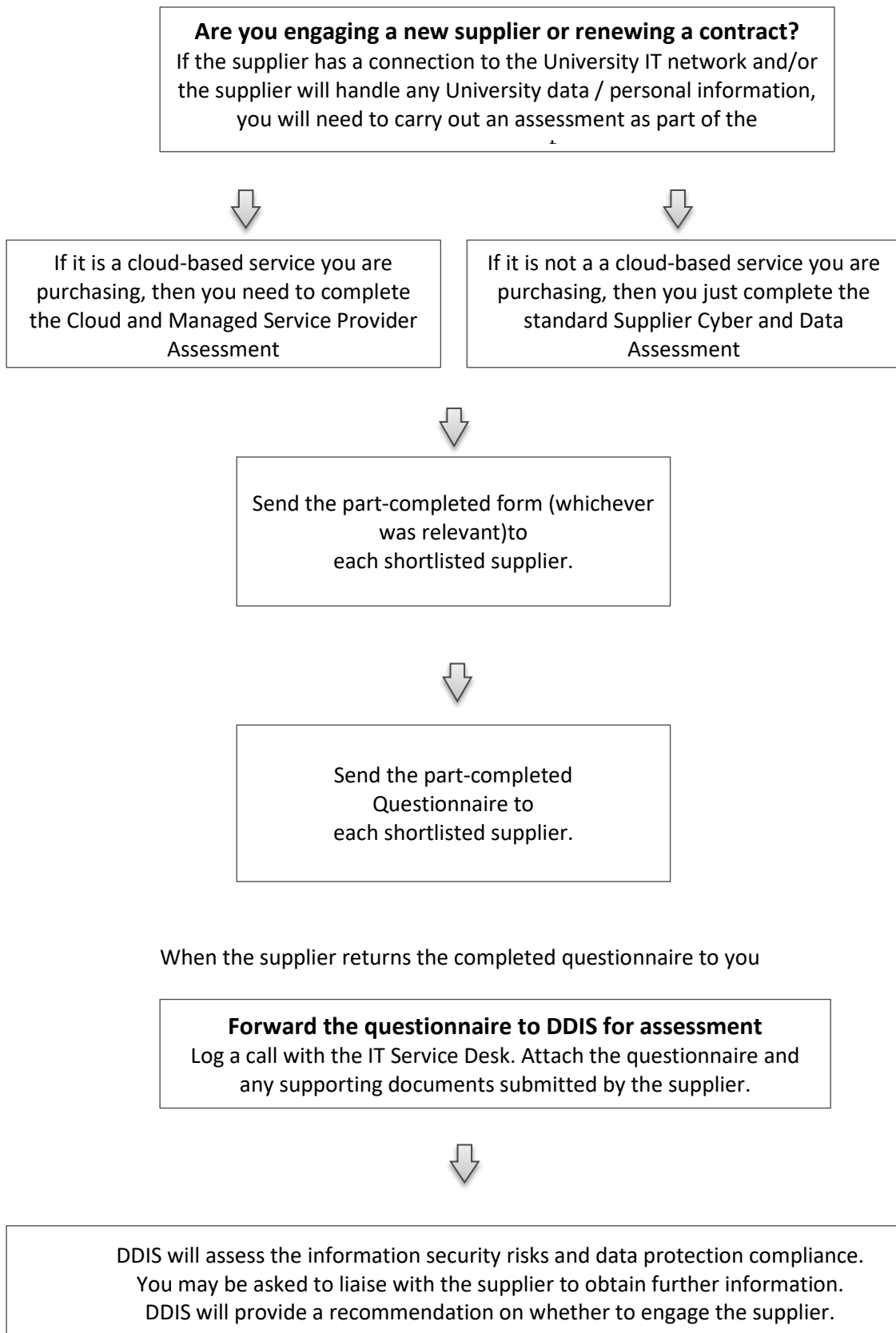- DDIS will provide a recommendation on whether to engage the supplier.

Liaise with the supplier to conclude the proposal

This may involve agreeing a contract that includes information security measures or instructions for processing personal data.

> Contact the IT Service Desk and ask for help with the Supplier Cyber and Data Assessment process.

Process overview flowchart

Are you engaging a new supplier or renewing a contract?
If the supplier has a connection to the University IT network and/or the supplier will handle any University data / personal information, you will need to carry out an assessment as part of the

If it is a cloud-based service you are purchasing, then you need to complete the Cloud and Managed Service Provider Assessment

If it is not a a cloud-based service you are purchasing, then you just complete the standard Supplier Cyber and Data Assessment

Send the part-completed form (whichever was relevant)to
each shortlisted supplier.

Send the part-completed Questionnaire to
each shortlisted supplier.

When the supplier returns the completed questionnaire to you

Forward the questionnaire to DDIS for assessment
Log a call with the IT Service Desk. Attach the questionnaire and any supporting documents submitted by the supplier.

DDIS will assess the information security risks and data protection compliance.
You may be asked to liaise with the supplier to obtain further information.
DDIS will provide a recommendation on whether to engage the supplier.

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Liaise with the supplier to conclude the proposal
This may involve agreeing a contract that includes information security measures or instructions for processing personal data.