Supplier security questions

A supplier that can access your systems or customer data is part of your security. Ask these questions, keep the answers, and make a deliberate decision.

Supplier

Service provided

Relationship owner

Review date

ASK THESE TEN QUESTIONS

1. Do you use multi-factor authentication on the accounts that access our systems?
2. Who at your company can access our data, and how do you remove access when someone leaves?
3. Where is our data stored and processed, including backups and subcontractors?
4. Is our data encrypted in transit and at rest?
5. How do you back up our data, how often, and when did you last test a restore?
6. How quickly would you notify us of a breach or suspected breach?
7. Which subcontractors or cloud providers handle our data, and are they covered by the same terms?
8. Do you hold cyber insurance, and what does it cover?
9. What was your most recent security incident, and what changed afterwards?
10. Can you provide evidence for the answers above, such as a policy, certificate or report?

RECORD THE ANSWERS

QUESTION	ANSWER	EVIDENCE	RISK

QUESTION	ANSWER	EVIDENCE	RISK

DECISION

- [ ] Approve: the answers are credible and the access is justified.
- [ ] Approve with actions: list the gaps, owners and dates.
- [ ] Reject or reduce access: the risk is not worth the service.
- [ ] Record who decided, when, and on what evidence.

SIGNED OFF BY

Name _____ Date _____

ACTIONS AND FOLLOW-UP

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Use A4 portrait, 100% scale, and turn off headers and footers for the cleanest result. Keep a printed copy somewhere you can reach without email or the shared drive.