

Addendum \_\_\_\_\_

**QUESTIONNAIRE  
FOR  
VENDORS WHO PROCESS OR HANDLE CSUB CONFIDENTIAL DATA**

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**WHEREAS**, California State University Bakersfield (CSUB) is subject to several laws and regulations in the handling of confidential data. Some of these laws and regulations include the following; The Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), California Information Privacy Act, California SB 25, California Code of Regulations, Title V, Sections 42396 - 42396.5, and other CSU regulations.

**WHEREAS**, CSUB is regularly audited to make sure it is in compliance with the above-mentioned laws and regulations. Furthermore, part of this auditing process involves the review of contracts with third party vendors CSUB utilizes when processing, storing, or handling of confidential data is involved. Subsequently, CSUB is asked by auditors to demonstrate that third party vendors are taking reasonable steps to safeguard such data.

**NOW THEREFORE**, as part of the process as stated above, CSUB requests that the vendor please provide a detailed response to the following questions (use additional sheets if necessary):

1. Describe the encryption mechanism used for electronic transmission of data (e.g., ssl/ssh/etc.). (Please describe in detail.)

2. What kind of secure login and authentication is used to protect access to our data? (Please describe in detail.)

- 3.** Describe the intrusion detection and/or prevention used for all devices and network nodes. (Please describe in detail.)

- 4.** Describe your server and network vulnerability testing protocols. (Please describe in detail.)

- 5.** What kind of firewall infrastructure, virus protection, and patch management systems are in place to protect our data? (Please describe in detail.)

- 6.** What measures do you take to harden servers and disable unnecessary services? (Please describe in detail.)

7. How will our data be backed up, by whom, where and how will the backups be stored (onsite/offsite, temperature and humidity controls, fire protection, etc.), will they be stored in an encrypted format?

8. Describe the background check protocol of all employees who handle or have access to our data. (Please describe in detail.)

**IN WITNESS WHEREOF**, I hereby verify that the information presented herein is correct and provided to the best of my knowledge.

**VENDOR:**

\_\_\_\_\_

*(State full legal name of business entity; check appropriate box below.)*

\_\_\_\_\_

*Date*

- Sole Proprietorship    Partnership    Corporation  
 Limited Liability Co.    Other (specify)\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

*Name, Title*