**Supplier Information Security Policy**

[Organization name]

Version 1.0

**Purpose**

The purpose of this policy is

* To define the rules for relationships with suppliers and partners.
* To ensure protection of the organisation’s assets that is accessible by suppliers
* To maintain an agreed level of security and service delivery in line with supplier agreements

**Scope**

This policy relates to all suppliers requiring access to the [Organization] information assets or suppliers hosting the [Organization] information assets, as well as the contracts, service arrangements and partnership agreements that require access to, or the processing of data for the delivery and/or support of [organisation] services and business functions.

**Policy Statement**

* All contracts with external suppliers for providing services to [Organization] shall be monitored and reviewed to ensure that information security requirements are being satisfied.
* Contracts shall include appropriate provisions to ensure the continued security of information and systems in the event that a contract is terminated or transferred to another party
* [Organization] shall ensure that a full assessment of the potential security risks with using an outsourced provider or a supplier is carried out.
* [Organization] shall ensure that the risks associated with outsourcing are managed through the imposition of suitable controls, comprising a combination of legal, physical, technical, procedural and managerial controls.
* [Organization] should consider the following when selecting an outsourced provider or a supplier:
  + Supplier’s reputation and history.
  + Quality of services provided to other customers.
  + Financial stability of the company and commercial record.
  + Retention rates of the company’s employees.
  + Quality assurance and security management standards currently followed by the company.
* When the contract is changed or terminated, the supplier must return all equipment, software or information in electronic or paper form. Further, when the contract is changed or terminated, the access rights for employees of suppliers must be revoked according to the Access Control Policy.
* Contract owner must regularly check and monitor the level of service and fulfillment of security clauses by suppliers at least once a year.
* [job title] will decide whether the individual employees of the supplier/partner will have to sign the Confidentiality Statements when working for [organization].

The validity of this policy is a least one year or when important changes happen and require update of this policy

The owner of this policy is the [Job Title]

[job title]

[name]

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[signature]