

Third-Party Security Questionnaire Template

****Version:**** 1.0

****Use Case:**** Pre-contract due diligence or annual vendor reviews.

Company Information

- Company Name:
- Primary Contact:
- Email:
- Date Completed:

1. Data Handling & Protection

- Do you store or process customer data? [Yes/No]
- Is sensitive data encrypted at rest? [Yes/No]
- Is data encrypted in transit? [Yes/No]
- Where is data hosted (e.g., region/country)?
- Do you have a documented data retention policy? [Yes/No]

2. Access Control

- Do you use multi-factor authentication (MFA)? [Yes/No]
- Are user roles and permissions reviewed regularly? [Yes/No]
- How is access revoked when an employee leaves?

3. Incident Response & Breach Notification

- Do you have a formal Incident Response Plan? [Yes/No]
- What is your breach notification timeline (in days)?
- Have you had a data breach in the last 24 months? [Yes/No]

4. Security Governance

- Do you conduct regular risk assessments? [Yes/No]
- Do your employees complete annual security training? [Yes/No]
- Are you compliant with any frameworks (SOC 2, ISO 27001, etc.)?

5. Third-Party & Subprocessor Use

- Do you use subcontractors or subprocessors? [Yes/No]
- Are they contractually required to meet your security standards? [Yes/No]
- Do you audit their compliance? [Yes/No]

Signature

Name:

Title:

Date: