

Third-Party Risk Assessment Template

Version: 1.0

Use Case: Internal use for evaluating a vendor's security, compliance, and operational risk before onboarding.

Vendor Information

- Vendor Name:
- Type of Service Provided:
- Data Sensitivity Level: ☐ Public ☐ Internal ☐ Confidential ☐ Restricted
- Assessment Date:
- Assessed By:

Risk Categories & Scoring

(Score each category: 1 = Low Risk | 2 = Moderate Risk | 3 = High Risk)

Category	Score	Notes
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Type to enter text

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Data Sensitivity		
Access to PII or SPI		
Cloud Hosting/Third-Party Use		
Incident Response Readiness		
Breach History		
Contractual Security Clauses		
Compliance Certifications		
Subprocessor Transparency		
Physical Security (if applicable)		
Support & SLA Reliability		

Total Risk Score:

Low (10–15) | Moderate (16–22) | High (23+)

Summary

- Overall Risk Rating:
- Key Concerns or Gaps:
- Recommendations for Mitigation:
- Final Decision: ☐ Approved ☐ Conditionally Approved ☐ Denied