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| **Global Information Security** | | |
|  | **[ ] Laureate Project Manager Scoping Questionnaire** | |
| Effective (Issue) Date: | TBD |
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| **Laureate Project Manager Information** | |
| Project Name: |  |
| Project Manager Name: |  |
| Date: | 9/12/2019 |

**Objective**

This set of questions will allow Information Security to determine the Confidentiality, Integrity, and Availability of data as it relates to internal projects. The objective is to identify the classification of data to define the type of risk assessment questions the vendor will receive. For data classification definitions, see Laureate’s Information Asset Classification and Handling Policy.

Questions to determine Confidentiality

*Given the classification of data, measures must be identified to prevent sensitive information from reaching unauthorized individuals.*

1. What type of data is involved in your project, i.e. financial, PII, maps of the facility?

Answer: Student Data, Diplomas and Academic History.

1. Will data be transmitted across the network, or just stored, or both?

Answer: Both.

1. Will data affect Laureate if outside organizations got a hold of this information?

Answer: Not.

**Comments:**

**Conclusion:**

Choose an item.

Questions to determine Integrity

*Given the classification of data, security requirements must be identified to ensure the consistency, accuracy, and trustworthiness of data. Classified Data must not be altered or changed.*

1. Who will have access to the data or system?

Answer: Only Laureate registered and authorized users.

1. How will access be managed?
2. Answer: Through the internal manager of the application itself, in the part of registration and user permissions.
3. How many people are required to manage data or system?

Answer: On average, each educational institution has between 10 and 15 users.

**Comments:**

**Conclusion:**

Choose an item.

Questions to determine Availability (RTO and RPO)

Given the classification of data, determining the Recovery Time Objective (RTO), duration of time it takes to bring back operations, and Recovery Point Objective (RPO), the interval of time that passes before disruption occurs, is critical to identifying potential impact an event might have on business operations.

1. How long can you go without the system or data?

Answer: 8 hours maximum.

1. How quickly do you need data if the system were to crash?

Answer: Immediate,

1. How important is the system to the organization?

Answer: Moderate importance.

1. Could operations still continue if data or systems were down?

Answer: Not.

1. What type of mechanism is used to back-up information?

Answser: Automatic jobs stored in storages in other units and servers.

1. Do you periodically backup data? How often do you make copies (back-up) of data?

Answer: Full backup once a day of all server data.

**Comments:**

**Conclusion:**

Choose an item.

**Summary Conclusion:**

**Data Classification:** Choose an item.