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| **Global Information Security** | | |
|  | **[ ] - Risk Assessment: Request Checklist** | |
| Effective (Issue) Date: | TBD |
| Next Review Date: | TBD |
| Status: | APPROVED |
| Classification: | Internal |
| Document Owner: | CISO |
|  |  |

# A Vendor Risk Assessment is a lengthy process involving a lot resources on both the vendor and the client sides. To help improve this process, IT Security has put together this checklist to gather as much information as possible prior to engaging in the risk assessment process itself. The data gathered will help IT Security determine what type of assessment to perform (includes the types of data to request from the client to complete the request)

Please complete and submit this to IT Security to initiate the Risk Assessment Process

## Laureate Information

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| --- | --- | --- | --- | --- |
| Completed | Task |  | | |
|  | Project Name |  | | |
|  | Scope of the Project |  | | |
|  | Date |  | | |
|  | Requestor Information |  | | |
|  | IT Technical Staff |  | | |
|  | Data Type |  | | |
|  | Data Classification | *Confidential* | No of Records | *50,001-500,000* |
|  | Due Date for IT security information/final report |  | | |
|  | Current location of Data | *Vendor's data centre* | | |
|  | Future location of Data |  | | |
|  | Vendor Access method to Data | *URL* | | |

## Vendor Information

| Completed | Task |  |
| --- | --- | --- |
|  | Name | *e-diploma* |
|  | Address | *Av. Paulista, 171 – 4º Andar. Bela Vista. CEP: 01311-000. São Paulo-SP Brazil* |
|  | Contact Name | *Claudio Shiniti Yamamoto* |
|  | Contact Email | *atendimento@e-diploma.com.br* |
|  | Contact phone number | *+55 (11) 3090-7653* |
|  | Company Profile | *Information Technology* |
|  | Service Solicited | *Provide software for managing diplomas, transcripts and academic digital textbooks with digital signatures ICP-Brasil.* |
|  | Description of Service | *The company will provide a web system for the management of diplomas and transcripts of the educational institution to be digitally signed, adapting to the needs required by the MEC ordinances. Ordinances number 330, 554, 315 and 1095.* |
|  | Where to send | *www.e-diploma.com.br* |