# Purpose

NSCL’s users and experimenters access and utilize the information processing facilities of the Electronics Department. Additionally, the Electronics Department may outsource services to outside vendors or other organizations. The purpose of this policy is to secure Electronics Department’s information assets when they are accessible by third parties.

# Scope

This policy applies to third parties with access to Electronics Department assets such as but not limited to vendors, service providers, and experimenters from other laboratories.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Policy Statement

* 1. Vendor must sign a non-disclosure agreement with the Electronics Department on maintaining the confidentiality of its *information assets*.
  2. Vendor must take all possible precautionary measures at Vendor's premises for maintaining confidentiality of Electronics Department’s *information assets*.
  3. Vendors must not disclose the details of Electronics Department’s *information assets*.
  4. Vendor staff, working at NSCL, must be informed of the departments’ security policies.
  5. Vendors must comply with the department’s security policies.
  6. Vendors must implement the security controls and service definitions included in the third party agreement.
  7. The department must regularly audit third party vendors, and reserves the right to monitor their services, reports, and records.
  8. Changes to third party agreements must be managed by the Electronics Department.

# Exceptions

# References

* 1. *M01 NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *EE-ISMS-S001 Terms and Definitions,* NSCL Document Server, Electronics Folder

# Revision History

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| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
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# Reviews

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| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**