**Vendor Onboarding Due Diligence**

**Purpose:** Prior to onboarding a new vendor, a due diligence evaluation is performed to ensure that the vendor level of risks are aligned with [company] and do not increase [company] security risk as a result.

|  |  |
| --- | --- |
| Vendor In review |  |
| Reviewer |  |
| Date of the review |  |
| Type of data |  |
| Data Classification level |  |
| Overall risk level |  |

**Review process:**

### **General Information**

This general information will confirm that the company is legitimate and licensed to do the work [company] needs. This includes items like articles of incorporation, proof of location(s), any dba, aka, or fka information, insurance, and an overview of the company structure as available online.

### **Financial Review**

Assessing financials to ensure that potential vendors are financially solvent. This includes researching any major assets, principal owners, loans, etc as available online.

### **Reputational and/Legal Risk**

Assessing reputational risk is so important, even with companies we would typically trust. This includes complaints or reports from the CFPB or BBB.

### **Cybersecurity Risk**

For any potential vendor that performs a service with impact to data security or privacy programs, we must collect internal or external audit reports, pen testing reports, and their history of data breaches.

The following research was conducted. Findings were compiled and documented within the table below:

|  |  |  |
| --- | --- | --- |
| **Research performed** | **Document reviewed/inspected** | **Conclusion** |
| Company’s overall information | AWS website: (<https://docs.aws.amazon.com/whitepapers/latest/aws-overview/introduction.html> ) | No items noted that would raise a question. |
| Company’s financial review | CNBC website ( <https://www.cnbc.com/2021/02/02/aws-earnings-q4-2020.html> ) | No items noted that would raise a question. |
| Company Reputation/Legal risk | BBB website: (<https://www.bbb.org/us/wa/seattle/profile/computer-hardware/amazon-web-services-llc-1296-22687103> )  A+ | No items noted that would raise a question.  *To monitor annually for critical changes.* |
| Company Cybersecurity risks | SOC 2 report available on the website; (<https://aws.amazon.com/blogs/security/tag/aws-soc-reports/> ) | No items noted that would raise a question.  *To monitor annually for critical changes.* |
| To add latest SOC report (add link/evidence) |