R2P Week 25:
Contract Inventory List

Evaluating third parties/vendors should involve all relevant internal and external stakeholders, including internal audit, information security, physical security, cybersecurity etc.

Results may indicate improvement areas that may be fixed or identify higher-level risk that may limit the ability of that third party/vendor to properly perform privacy protections.

Once risk is determined, organisational best practices may also be leveraged to assist a third party/vendor too small or with limited resources by offering help with security engineering, risk management, training through awareness and education, auditing, and other tasks.

Contract language should be written to call out privacy protections and regulatory requirements within the statement of work and then mapped to service-level agreements to ensure there are no questions about the data privacy responsibilities, breach response, incident response, media press releases on breaches, possible fines, and other considerations, as if the third party/vendor were part of the organisation.

The following list gives a few examples of the kind of information you may want to consider, including:

- Specifics regarding the type of personal information to which the third party/vendor will have access at remote locations
- Third party/vendor plans to protect personal information
- Third party/vendor responsibilities in the event of a data breach
- Disposal of data upon contract termination
- Limitations on the use of data that ensure it will be used only for specified purposes
- Rights of audit and investigation
- Liability for data breach

The purpose of the third party/vendor contract is to make certain all third parties/vendors are in compliance with the requirements of an organisation's privacy programme.

Failure to carry out the relevant due diligence assessments can have serious consequences on organisations. Therefore, it is important to establish procedures with the procurement team and other business units/processes who will be involved in the process.