

Third Party Technology Service Provider Reviews

Version:3.1

Effective Date:12/09/2024

Policy Summary:

Prior to entering into contracts with third parties, Information Technology and Security (ITS) will initiate security reviews, to ensure that potential risks are identified and contracts incorporate data protection language that protects university interests. Annual reviews will be conducted by ITS to highlight information security, business continuity, and customer service metrics to be displayed on internal vendor scorecard and shared with the appropriate functional leadership.

Applicability/Eligibility:

Staff, Faculty, and external third parties performing technology services on behalf of The University of Tampa

Exceptions:

None

Policy Administration:

Mandating Authority:

(Check all that apply)

- Federal Law
- State Law or Regulation
- University President
- Accrediting Body
- Other: (GLBA, Technology Project Request)

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2/21/2024	3.0	Changed Office of Information Security to ITS Information Security
12/09/2024	3.1	Updated title and description to add business continuity and customer service, updated references to Cabinet, changed from University President to Other (GLBA recommendations)

Policy Approvals and Reviews:

Date	Organizational Group
3/29/16	President
3/29/16	Senior Staff
12/09/2024	President's Cabinet

Web Links:

Policy Link: [Third Party Technology Service Provider Reviews](#)

Associated Links:

[Acceptable Use Policy](#)

[Information Classification and Protection Policy](#)

Full Policy Text:

Prior to signing or agreeing to execute third party technology solution contracts with the university (including 'click through agreements'), contracts meeting 7 0 Tmhe37 0inoncontracts nk:

- 4) Third party technology service provider reviews will be performed by *ITS* on an annual basis and/or when material changes in their services are made that can impact information security, business continuity, customer service, accessibility, etc.

To initiate technology contract and/or third party technology service provider reviews, UTampa departments should submit a Service Desk request or call the Service Desk directly.

Definitions:

Third party technology service arrangements can include any or all of the following:

- A portal that staff, faculty and/or students authenticate with to enter or utilize information that is stored by the third party and accessed through a software client or internet browser.
- A software package that integrates with the university's single sign on (SSO) application, MyUTampa (powered by Okta), that allows the third party to use university accounts or information in providing services to staff, faculty and/or students.
- A hosted service that involves a third-party providing technology services to UTampa department clients or customers, such as websites, data storage, or databases
- An outsourced service that involves a third party managing IT services on behalf of the