29.01.99.E1.22 Information Resources - Vendor Access

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Supplements TEES Rule 29.01.99.E1

Standard Administrative Procedure Statement
This procedure defines vendor access in the support of hardware and software management, and operations for customers.

Reason for Standard Administrative Procedure
The purpose of the vendor access procedure is to establish the process for vendor access, responsibilities, and protection of TEES information resources.

Procedures and Responsibilities

1. CONTROLS AND RESPONSIBILITIES

1.1 Personnel who provide vendors access to mission critical or confidential information resources shall obtain formal acknowledgement from the vendor of their responsibility to comply with all applicable TEES policies, rules, standards, practices and agreements, including but not limited to: safety policies, privacy policies, security policies, auditing policies, software licensing policies, acceptable use policies, and nondisclosure as required by the providing entity.

1.2 Vendors who are given access to mission critical and/or confidential information shall have agreements and contracts that define:

1.2.1 The TEES information to which the vendor should have access;

1.2.2 How TEES information is to be protected by the vendor;

1.2.3 Acceptable methods for the return, destruction, or disposal of TEES information in the vendor's possession at the end of the contract;

1.2.4 That use of TEES information and information resources are only for the purpose of the business agreement; any other TEES information acquired by the vendor in the course of the contract cannot be used for the vendors' own purposes or divulged to others; and,
1.2.5 Vendors shall comply with terms of applicable non-disclosure agreements.

1.3 TEES shall provide an information resources point of contact for the vendor. The point of contact will work with the vendor to make certain the vendor is in compliance with these policies.

1.4 Each vendor shall provide TEES with a list of all employees working on the contract. The list shall be updated and provided to TEES within 24 hours of staff changes.

1.5 Appropriate access authorization for each on-site vendor employee (i.e., TEES affiliate) shall be specified by the resource owner according to the criticality of the information resource. Where applicable, division issued identification may be required.

1.6 Vendor personnel shall report all security incidents directly to the appropriate TEES personnel.

1.7 The responsibilities and details of any vendor management involvement in TEES security incident management shall be specified in the contract.

1.8 The vendor must follow all applicable TEES change control processes and procedures. Regular work hours and duties shall be defined in the contract. Work outside of defined parameters must be approved in writing by appropriate TEES management.

Related Statutes, Policies, or Requirements
TAMU SAP 29.01.99.M1.22, Information Resources – Vendor Access

TEES Rule 29.01.99.E1, Security of Electronic Information Resources

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