GETTING STARTED WITH THE SIG 2014: A RESPONDENT'S GUIDE

By Shared Assessments





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ABOUT THE SIG

The Standard Information Gathering (SIG) questionnaire is a compilation of questions to determine how information technology and data security risks are managed across a broad spectrum of risk control areas. As such, it addresses risk controls across 15 different risk areas. The robust set of questions contained in the SIG is reviewed annually for updates and revisions, and are based on referenced industry standards (FFIEC, ISO, COBIT and PCI). New risk areas are added on a regular basis, with Cloud services and mobile device security as examples of some of the more recent additions.

The SIG provides its users with a standardized tool to gather pertinent information about the technology, operating and data security controls, within a third party's environment. The SIG was developed to enable a service provider to compile complete information about these risk areas in one document. By compiling all of this information in one document, a service provider is able to complete one questionnaire, which can then be shared with multiple clients. This avoids the time consuming and expensive requirement of completing multiple questionnaires for multiple clients. It can be used in a number of ways, by both the contracting company (issuer) and the third party they have engaged to provide services (responder).

Listed below are ways the SIG can be utilized:

- Used by a company outsourcing services (issuer) to evaluate their vendors' technology and data security risk controls.
- Completed by a service provider and used proactively as part of a Request For Proposal (RFP) response.
- Completed by a service provider and sent to their client(s) in lieu of completing multiple proprietary questionnaires.
- A self-assessment of risks and responses.

If a service provider provides you with a SIG, ensure its scope meets your needs in terms of business service provided, breadth of risks to that service and range of responses to those risks (realizing that responses include more than controls).

SIG QUICK START GUIDE FOR RESPONDERS

The SIG is intended to gather information about the controls within your environment. As a third party service provider (responder) it is most efficient to complete a SIG and provide it to all of your clients when they request an assessment. This greatly reduces the time and effort your company spends responding to client questionnaire requests. However, it is vitally important that you understand the scope of the SIG as it relates to your client, as your organization may provide multiple services to your clients, in multiple locations or multiple environments. If your organization provides multiple services from multiple locations you may want to complete one SIG for each of these services and/or sites to ensure your client's scoped systems and data are fully represented in the SIG. To complete a SIG, please follow the steps below.

Please note: Beginning with the 2013 version of the SIG, automation has been included in the form of Excel macros (the macros have only been applied to the detail tabs A - V). There are two major functions the macros perform:

- When a detail tab is selected, the macro will transfer the text responses and additional information from the Lite tab to the detail tab selected
- Depending on the response to a detail question, child questions will either be displayed if the response is Yes or hidden if the response is No or N/A



COMPLETING A SIG

Responding to an issuer

If you are responding to a SIG provided by an issuer, before you begin understand the client's expectations for completing the SIG, these include:

- Specific services that are to be considered when completing the SIG.
- Specific data elements the SIG should be covering.
- An explanation of the specific transport methods used to either transmit the data to you, or the method you use to access the data.
- The timeframe to complete and return the SIG.
- What to expect once the SIG is returned to the issuer, e.g., follow-up review, remediation of issues, etc.
- Your client's assessment cycle (when to expect another assessment from the client).

Proactive SIG Completion

If you are proactively completing a SIG to provide clients with an assessment of your IT security environment, you must first determine the location and services that fall within the scope of the assessment.

Steps for Completion

- 1. Navigate to the Business Information tab and complete all of the light blue fields, ensure you provide as much detail as possible for the Scope questions (detailed information for each tab in the SIG is provided in *Getting Started with the SIG 2014: A Respondent's Guide*).
- 2. Proceed to the Documentation tab. Review the list of documents and compile all of your corporate policies/ processes listed as allowed per your company's policies on distributing internal documents outside of your organization.
- 3. List your document's name in the light blue field to correspond to the appropriate document list. This will allow the issuer to identify the documents you provide along with the completed SIG.
- 4. Select the Lite tab
- 5. Provide a response for each question, some of the features to assist completing the SIG are:
 - The background color will change depending on the response provided, i.e., the background will change to green for a Yes response and purple for a No or N/A response
 - If Excel macros are enabled depending on the response to a detail question, child questions will either be displayed if the response is Yes or hidden if the response is No or N/A
 - If the question is a parent question and the response is No or N/A the background will change to purple for all child questions of that parent
 - If Excel macros are enabled the response text and additional information will be transferred from the Lite tab to the Detail tab
 - All responses are carried from the Lite tab to the detail tabs via the background color (green for Yes, purple for No or N/A). A response is not required for any response field with either a green or purple background
 - When providing a No or N/A response, commentary should be provided in the Additional Information field next to that question
 - The number of questions to be answered and the percentage complete for that tab are displayed in the second row of the tab



• The top two rows of the tab will turn from yellow to green when all of the questions have been completed

Please note: There are a number of questions in the SIG that are intentionally duplicated. In a large organization the SIG can be completed by a number of departments. The duplicated controls allow the issuer to identify if different departments are providing consistent responses.

- 6. Select the next tab and repeat Step 9 for each tab until all tabs are complete
- 7. Provide the completed SIG and all policy/process documents compiled in Step 2 to the issuer
- 8. Work with the issuer to remediate any identified issues or control deficiencies

Please note: On at least an annual basis or with each significant business change, review/refresh your responses in the latest version of the SIG to ensure the SIG contains the most up-to-date information.

SIG COMPREHENSIVE GUIDE

Scoping

Scope definition is the most important step in completing a SIG. The SIG represents a range of potential controls applicable to a number of information technology and security standards. It includes a substantial list of assets, processes and controls. Your requirements may focus on only a subset of these items, and may vary between your clients. For example, you may have different facilities that provide different services and therefore require their own SIG. Thus, it is essential to take the time to establish the scope of the SIG for each client or specific service being assessed.

The purpose of any SIG assessment (self- or third party conducted) is to evaluate a set of controls relevant to services that are being provided by a specific service provider. The primary scope of the assessment is the agreement for services offered by a service provider. A secondary scope arises because of the way in which a service is provided to customers in accordance with the service agreement (e.g., location or infrastructure platforms, processing environments).

Tip: Start small. Start with one data center or one line of business and answer the questions in the SIG for that area. Because of differences that you notice across data centers or product lines, you may determine a SIG is appropriate for each data center or each line of business. By starting small, the service provider and customer can both: a) focus on business objectives for a service and b) improve their efficiency and effectiveness in the evaluation process.

TAB DESCRIPTION, USE, AND GUIDANCE

This section describes the use and guidance for each of the tabs on the SIG along with general information common across the entire SIG.

Common Information

Excel macros are used in the SIG to automate some tasks. However, if an organization restricts the use of macros there are dynamic capabilities of the SIG using formulas and conditional formatting which remain in place. It is important to understand this to avoid additional work when completing a SIG. These non-macro capabilities are described below.

Please note: There are differences in the look and feel of the SIG based on whether macros are enabled. Thus, it is important to initially determine whether you are going to use the SIG with or without macros enabled.



Macros Enabled

- Top-level questions will initially be displayed in the tab.
- Sub-questions on the tabs will either be displayed or suppressed depending on the response to the top-level question. For example, if yes is selected the sub-level questions will be displayed. If no or N/A is selected, the sub-level question(s) will remain suppressed.

☑ Disable Tab Automation

Please note: *To disable macros for a specific tab(s) check the* Disable Tab Automation *checkbox at the top of the tab. When checked, all questions will be displayed.*

Macros Disabled

All questions on the detail tab will be displayed if macros are disabled.

SIG Color Key

Password protection is used to restrict changes to the SIG. Therefore, colors are used to identify cells that can be changed. It is important to note that neither the content, nor the color codes indicate an endorsement of the "correctness" of the response. The initiator, in terms of their own needs, decides the relevance and importance of each response.

The following are the colors used in the SIG and a description for each:



LIGHT BLUE BACKGROUND IN A CELL indicates cells that are not protected and allow text to be entered or edited. Cells with this color are located on the Dashboard, Business Information, Documentation, and all detail tabs.



GREEN BACKGROUND IN A CELL identifies a "Yes" response to a question, whether or not the word "Yes" appears. If the text "Yes" does not appear in a green cell, then the response was inherited by the answer to the top-level question (see Question Hierarchy below for more detail).

No N/A

PURPLE BACKGROUND IN A CELL identifies a "No" or "N/A" response to a question, whether or not the word "No" appears. If the text "No" or "N/A" does not appear in a purple cell, then the response was inherited by the answer to its top-level question (see Question Hierarchy below for more detail).



CELLS WITH A HASH BACKGROUND are not to be filled in; rather they are a primary question with secondary questions below.

_____ A

A YELLOW BACKGROUND ON THE TOP OF A TAB indicates the tab is incomplete. In addition to being found in an incomplete tab, the yellow background will appear on the Dashboard, Lite, and Business Information tabs to indicate where responses are still required.

A GREEN BACKGROUND ON THE TOP OF A TAB indicates the tab is complete. In addition to being found in a complete tab, the green background will appear on the Dashboard, Lite, and Business Information tabs to indicate where responses are still required.

Please note: For more information on the purpose of the Dashboard, see the "Dashboard" section of this document.



Question Hierarchy

SIG questions are arranged hierarchically, top-level question followed by sub-questions, when appropriate. This hierarchy is identified by the question number, and the number of digits and separators (a period), which identify the relationship of the question (e.g., question A.1.1 is a sub-level of A.1). If a "No" or "N/A" response is provided for question A.1, question A.1.1 will inherit that response. This inherence is indicated by the background color of the response cell (see SIG Color Key above). Signage on each table in the luncheon area with your organization's logo and name.

SIG Errors and Recovery

Since the SIG uses formulas and macros for calculations, altering the SIG may generate worksheet errors. While content may be altered; users are advised against the deletion and/or addition of columns or rows. The preferable manner to perform these alterations is to "hide" columns or rows.

SIG TABS

Instructions

The Instruction section gives basic instructions for using the SIG. This field is editable so customized instructions can be provided, if necessary.

Respondent Instructions	Issuer Instructions
Review the request provided by your client/customer which should provide you with	We recommend that prior to issuing the SIG you rev
instructions on how to answer the SIG and detail the sections of the SIG	vendor should answer based on the type of service(
you are required to complete. If you did not receive instructions from your client	We recommend that along with the SIG, you provide
we recommend you contact them and seek guidance on how they need the SIG	they are required to answered and any other information
answered and the sections they require you to complete.	accurately complete the SIG (additional questions, c
As you complete the SIG certain cells may change color or if Excel macros are enabled	Detailed instructions on how to use the SIG are cont
the questions may not be displayed. Based on your response, the SIG will either	which also includes a Respondent Guide you may w
display questions and/or the response field will change color. This will reduce the	
number of questions you are required to answer. Primary or parent questions are	SIG Management Tool (SMT)
followed by numbered sub-questions. If you answer 'No' or 'N/A' to a question that	A macros-enabled spreadsheet is provided to Issuer
cell and all of its related sub-questions will either be hidden and/or the response	service provider responses and managing the transf
field will turn purple indicating that you do NOT have to provide a response for those	previous versions of the SIG. If a master SIG is crea
questions. They will show as 'No' or 'N/A' to the Issuer of the SIG when they receive	comparisons of all responses in the master SIG to the
your response.	provider. The SMT will also transfer responses and t
There are two parts to this questionnoire:	field from previous versions of the SIG. For a full list to the SMT Functionality tab.
There are two parts to this questionnaire: - SIG Lite	to the SMT Functionality tab.
- Detail tabs (A through V).	Note: Detailed instructions for the use of the SMT a
The instructions below will help you in the completion of the SIG Lite or full SIG.	Hote. Detailed instructions for the use of the Sivir a

Use and modify the instructions tab to suit your needs



Dashboard

The Dashboard allows the user to quickly see which tabs of the SIG are completed. The values show the percentage of question completion for each tab. All of the tab names in the Dashboard section are hyperlinks, when you click on the link you are taken to that tab.

Dashboard	Tabs
The Dashboard provides you with a quick and easy reference to determine	Terms Of Use
if the required sections of the SIG have been completed. As questions are answered, either directly or by being pre-filled, the Dashboard will track the completion percentage of each section.	Business Information
	Documentation Request List
	SIG Lite
	A. Risk Management
	B. Security Policy
	C. Organizational Security
	D. Asset Management
	E. Human Resources Security
	F. Physical and Environmental
	G. Communications and Operations Ma
	H. Access Control
	I. Information Systems Application Deve
	J. Incident Event and Communications
	K. Business Continuity and Disaster Re
	L. Compliance
	M. Mobile
	P. Privacy

Track your progress using the dynamically updated SIG dashboard

Business Information

The Business Information tab is where the Responder provides information about the organization and defines the scope of the SIG. If the SIG is used as a self-assessment tool, only the last sections (Scope) should be completed.

Business Information	
19 Total Questions to be Answered	0% Percent Complete
Question/Request	Response
Responder Name	
Responder Job Title	
Responder Contact Information	
Names and titles/functions of individuals who contributed to this questionnaire	
Date of Response	
Company Profile	
Name of the holding or parent company	
Company/business name	
Publicly or privately held company	
If public, what is the name of the Exchange	
If public, what is the trading symbol	
Type of legal entity and state of incorporation	
How long has the company been in business	
Are there any material claims or judgments against the company	
If yes, describe the impact it may have on the services in scope of this document	

Responder business information



Documentation

The Documentation tab provides a list of suggested documents to include with the SIG and a way for the Responder to identify which documents were provided.

Documentation* Use this section to request any specific documentation you want the Respondent to provide along with the SIG		
Document Request	Question Reference	Name and/or type of information provided (e document, summary, table of contents)
 * Information Security Policies and Procedures. This should include the following (if not, provide the individual documents as necessary): a) Hiring policies and practices and employment application b) User Account administration policy and procedures for all supported platforms where Scoped Systems and Data are processed and network/LAN access. c) Supporting documentation to indicate completion of User Entitlement reviews d) Employee Non-disclosure agreement document e) Information Security Incident Report policy and procedures, including all contract information f) Copy of Visitor Policy and procedures g) Security Log Review Policies and Procedures 		
* Copy of internal or external information security audit report		
Information technology and security organization charts (including where information security resides in the organization and the composition of any information security		

Keep track of essential, associated documentation

Lite

This tab can be used as a standalone questionnaire in lieu of the entire SIG. The Lite tab consists of a subset of questions duplicated from all of the detail tabs for the full SIG. It is generally used for vendors who offer lower risk services, but can also be used as a starting point to conduct an initial assessment of all vendors. Responses provided on the Lite tab are transferred to their corresponding questions on each detail tab. This avoids the need to copy answers from the Lite tab to a detailed tab if a full SIG is required.

	Total Questions to be Answered	0%	Percent Complete	
	e Instructions:			
- For each	question choose either Yes, No or N/A from the drop-down menu provided.	If N/A is chose	en, an explanation is mandatory, use the	Additional Information field to the
Ques Num	Question/Request	Response	Additional Information	AUP Reference
	A. Risk Assessment and			
	Is there a risk assessment program that has been approved by			
SL.1	management, communicated to appropriate constituents and an owner to maintain and review the program?			A.1 IT & Infrastructure Risk Governance and Context
	B. Security Poli	cy		
	Is there an information security policy that has been approved by management, communicated to appropriate constituents and an owner to			
SL.2	maintain and review the policy?			
SL.3				
	C. Organizational Se	ecurity		
	Is there an information security function responsible for security initiatives			
SL.4	within the organization?			
SL.5				
	D. Asset Managen	nent		
	Is there an asset management policy or program that has been approved by management, communicated to appropriate constituents and an owner			
SL.6	to maintain and review the policy?			

Speed your initial evaluation process by using the included SIG Lite



Glossary

The Glossary contains a list of terms used within the SIG. All terms included in the Glossary are italicized in the SIG.

Glossary	
Term	Definition
Acceptable Use Policy	Part of the information security framework that defines what users are and are not a organization. It should contain a subset of the information security policy and refer relevant. It should also clearly define the sanctions applied if a user violates the policy and reference of the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy and the sanctions applied if a user violates the policy applied is a user violates the policy applied if a user violates the policy applied is a user violates the policy applied if a user
Acknowledgement of Acceptable Use	A written attestation from a user of an information system indicating the user's acce the relevant information systems control policies.
Anti-Tailgating / Anti-Piggybacking Mechanism	Two sets of doors whereby access to the second is not granted until the individual first, often referred to as a "man trap." A controlled turnstile is also considered an a
Asset Classification	The category or type assigned to an asset, which is derived from the asset classific frequently vary from company to company.
Asset Control Tag	A unique identification number assigned to all inventoried assets.
Attribute	A property or field of a particular object.
Baseline	A benchmark by which subsequent items are measured.
Battery	An electrochemical cell (or enclosed and protected material) that can be charged electrical charge when needed.
Biometric Reader	A device that uses measurable biological characteristics such as fingerprints or iris

A comprehensive guide to the terminology used throughout the SIG

The Detail Tabs (A – Z)

Each of the detail tabs within the SIG allows the vendor to provide information on the extent of their risk controls within their environment.

Please note: There are a number of questions repeated in the SIG on different tabs. This is intentional. The SIG may be answered by different groups within the vendor's environment. The use of redundant questions facilitates the ability to validate the consistency of the risk controls provided.

1	Assessm Total Questions
- For each	e Instructions: question choose
Ques Num	y the entire cont

TAB A: RISK MANAGEMENT is used to describe the vendor's risk assessment program. It is further used to assess the maturity and operating effectiveness of the program and provides insight into management's commitment to security and compliance, as well as their ability to make risk-based decisions.

	rity Policy
	Total Questions t
Questionnair	e Instructions:
- For each	question choose (
- To displa	the entire conter
Ques Num	
B.1	Is there an infor
	management, c
	owner to mainta
	contain:

TAB B: SECURITY POLICY documents the information security policy controls of the responder's organization. Validating the existence of a comprehensive security policy provides assurance of the respondents overall approach to security.

	nizational Se
	e Instructions:
	question choose eithe v the entire contents of
Ques Num	
C.1	Is there an informa initiatives within th
C.1.1	
C.1.2	

TAB C: ORGANIZATIONAL SECURITY assesses the structure and maturity of an organization's security function and its ability to meet its security obligations.



	t Manageme
Questionnaire Instructions: - For each question choose eiti - To display the entire contents	
Ques Num	
D.1	Is there an asset r approved by man constituents and
D.1.1	Is there an inver does it include;

TAB D: ASSET MANAGEMENT determines whether the vendor has a formal asset management and classification structure in place to ensure that financial, security and privacy controls are effectively designed and operating properly.

37	Total Questions to be
Questionnair	e Instructions:
- For each	question choose eithe
	v the entire contents of
- To displa	y the entire contents o
Ques Num	
E.1	
E.2	Is a background sc
	access to Scoped S
E.2.1	

TAB E: HUMAN RESOURCE SECURITY documents whether the respondent has an HR security program in place that meets the personnel vetting and oversight requirements of the respondent's organization.

	Total Questions to be
- For each	e Instructions: question choose eithe y the entire contents of
Ques Num	-
F.1	Is there a physical
F.1.1	
F.1.2	Are reasonable p present in the bu

TAB F: PHYSICAL AND ENVIRONMENTAL SECURITY examines the organization's perimeter and first layer of defense in order to prevent unauthorized physical access, as well as accidental and intentional damage to the organization's physical premises, systems and information. The Tab also looks at the steps taken to protect against environmental and systems malfunctions or failures.

	Total Questions to be e Instructions:
	question choose eithe
	v the entire contents of
Ques Num	
G.1	Are management ap they:
G.1.1	Documented, main
	Documented, mai Is there an operatio or program that has

TAB G: COMMUNICATION AND OPERATIONS (OPS) MANAGEMENT conducts a detailed assessment of the operating procedures and technical controls used to ensure the effective management, operations, and integrity of the security information systems and data. A service provider's procedures for managing their third party vendors are also included in this tab.

	e Instructions:
 For each 	question choose eithe
- To displa	v the entire contents a
Ques Num	
	Are electronic syst
H.1	Systems and Data
H.1 H.1.1	Systems and Data
	Systems and Data
	Systems and Data

TAB H: ACCESS CONTROL examines the logical (technology-based) access controls of systems, password requirements, identity management, and controls placed around development, including access to information processing systems and facilities. In addition, it includes questions relating to remote access, encryption, and secure data transmission.

	Total Questions to e Instructions:
	question choose eit
	the entire contents
Ques Num	
	Are business info
1.1	Scoped Systems
11.1	

TAB I: INFORMATION SYSTEM ACQUISITION, DEVELOPMENT AND MAINTENANCE

(AD&M) examines the controls for application development, programming, data storage and transmission.

	Total Questions to be
- For each	e Instructions: question choose eithe y the entire contents o
Ques Num	
J.1	Is there an Incident
J.1.1	
J.1.2	Is there a formal I
J.1.2.1	
1122	

TAB J: INCIDENT EVENT AND COMMUNICATION MANAGEMENT looks to examine the respondent's incident management program, the ability of the company to respond effectively to an incident, and the maturity of the incident management program.

	Total Questions to
- For each	e Instructions: question choose eith v the entire contents
Ques Num	,
K.1	Is there a docume recovery that has appropriate const policy?
K.1.1	

TAB K: BUSINESS CONTINUITY/DISASTER RECOVERY (BC/DR) determines if the respondent has incorporated business continuity considerations into the overall design of their business model, which are sufficient to mitigate the risk of service disruptions and supply chain failures. This tab examines whether technology, business operations, testing, and communication strategies critical to the renewal and continuation of services for the entire business are sufficiently addressed.



TAB L: COMPLIANCE examines the respondent's ability to satisfy requirements for data security and privacy protection consistent with the issuer's regulatory compliance obligations.



M. Mobi	Total Questions to b
	e Instructions:
- For each	question choose eith
	v the entire contents
	,
Ques Num	
	Does the vendor a
M.1	mobile devices?
	Does the organia
M.1.1	been approved b
M.1.1.1	

TAB M: MOBILE examines whether mobile devices are used to access the issuer's data and systems. If so, it examines the controls in place to manage mobile device use and access.

P. Priva	су
50	Total Questions to be
Questionnair	e Instructions:
	question choose either y the entire contents of
Ques Num	
P.1	Is Scoped Data trans classified as non-pu information (PII), or describe and list typ
P.1.1	
P.1.2	

TAB P: PRIVACY examines the respondent's privacy program and privacy management framework used to protect the privacy of respondent's data through its full lifecycle of data collection, storage, usage, sharing, transferring, securing, retention, and destruction. In addition, this tab identifies any instances where initiator's data is obtained, transferred, moved, processed, or in any way leaves the U.S.

48	Total Questions to
Questionnaire	
	uestion choose eithe
- To display	the entire contents o
Ques Num	
Q.1	Are software app
	Is there a secure
	approved by ma
Q.1.1	owner to mainta
	Have the polic
Q.1.1.1	review include

TAB Q: APPLICATION SECURITY examines the respondent's process for developing software in a secure environment. The assessments of software application security primarily focuses on the formalized security processes implemented by the respondent.

V. Cloud	ł
38	Total Questions to
Questionnair	e Instructions:
	question choose e y the entire conter
Ques Num	
Ques Num	Are Cloud Servi
Ques Num V.1	Are Cloud Servi (select all that a

TAB V: CLOUD question set of this tab is largely based on the Shared Assessments white paper, Evaluating Cloud Risk for the Enterprise: A Shared Assessments Guide. In this tab, the respondent identifies the service and deployment models used to provide Cloud services and the risk controls in place for each model.

TAB Z: ADDITIONAL QUESTIONS facilitates the ability of the issuer to provide additional questions unique to the services provided to them by the vendor.

OTHER TABS not referenced in this document include the Version History, Formula Notes and Full Tabs. The Full tab maps the questions in the SIG to relevant regulations and standards.



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