Policy	Vendor Management Policy
Impact	Data, Technology, and IT Resources
Responsible Office	IT Services
Created	June 4, 2025
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Approved by	Provost and Vice President of Academic Affairs
Version	26.1

VENDOR MANAGEMENT POLICY

PURPOSE

Shepherd University's Vendor Management Policy is intended to establish standards for evaluating and managing data security in vendor relationships, particularly those in which Shepherd University data is stored in external systems.

DEFINITIONS

External system: A system that stores restricted, confidential, or sensitive data but is not hosted or is not managed by Shepherd University.

SOC: System and Organizational Controls documentation.

POLICY

All vendor contracts must follow West Virginia and Shepherd University procure regulations. See https://www.shepherd.edu/procurement

IT will request SOC (or similar) security documentation on a yearly basis for any external system that stores restricted, confidential, or sensitive data.

SCOPE OF AFFECTED PARTIES

This policy applies to all users, such as students, faculty, staff, or affiliates of Shepherd University accessing Shepherd University IT resources.

ROLES & RESPONSIBILITIES

CIO/CISO – Information Privacy Officer

- Oversee and administer this policy.
- Provide authorization and direction to IT Services staff in accordance with this policy.

IT Services Staff

- With appropriate authorization, take directed action in accordance with this policy to preserve, secure, and protect the interests of Shepherd University.

RELATED

Data Classification Policy