Supplier Cyber and Data Assessment (SCDA)

Process Overview

This guidance is also available as a flowchart – see page 2.

Are you engaging a new supplier or renewing a contract?

If the supplier has a connection to the University IT network and/or the supplier will handle any University data/personal information, you will need to carry out a Security Cyber and Data Assessment as part of the procurement.

There are 3 main steps in the assessment process. Step 1 depends on the value of the contract – follow either 1a) or 1b).

1. What is the likely value of the contract?

Note: This is the whole life cost of the contract, excluding VAT.

a) If the value is between £0 and £10,000, use the Standard Assessment process:

- Download the Standard Questionnaire and complete Part 1.
- Send the part-completed Standard Questionnaire to each shortlisted supplier.

b) If the value is over £10,000, use the Enhanced Assessment process:

- Access the online Scottish Cyber Security Procurement Support Tool and complete a Risk Profile Assessment.
- Send the link to the online Supplier Assurance Questionnaire to each shortlisted supplier.

When the supplier returns the completed questionnaire to you, you must:

2. Forward the questionnaire to DDIS for assessment

- Log a call with the IT Service Desk and attach the questionnaire and any supporting documents submitted by the supplier.
- DDIS will assess the information security risks and data protection compliance. You may be asked to liaise with the supplier to obtain further information.
- DDIS will provide a recommendation on whether to engage the supplier.

3. Liaise with the supplier to conclude the proposal

This may involve agreeing a contract that includes information security measures or instructions for processing personal data.

For further information, see our Toolkit guides:
www.abdn.ac.uk/toolkit/skills/it-security-supplier-assess/

Or contact the IT Service Desk and ask for help with the Supplier Cyber and Data Assessment process.

Process overview flowchart