

Introduction

Brasenose College's due diligence, as it relates to the security of its data, requires it to assess the information security control arrangements of any third-party partners or suppliers that accesses, stores or processes College data. These arrangements must provide assurance that College information will be appropriately secured and comply with the handling rules for the information.

The self-assessment tool for third parties, called the Third Party Security Assessment (TPSA), has been developed for this purpose.

The TPSA

The TPSA is an Excel spreadsheet with three tabs:

Specification Tab:

In this section the college is asking for named contacts and a brief overview of the data that is being stored, accessed or processed.

Brasenose College Data Classifications:

Public data is information that can be freely used, reused and redistributed by anyone with no existing local, national or international legal restrictions on access or usage.

Personal Data is any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

Special category data is personal data which the GDPR says is more sensitive, and so needs more protection. Loosely, it can be defined as anything that can be used to discriminate against an individual. Examples are: Race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation

Confidential Data is any sensitive data about the College (as opposed to individuals) that the college does not make public.

Subcontractor Tab:

This is only relevant if your company or service uses sub-contractors that have access or process Brasenose College Data. All sub-contractors that fit those criteria should be listed here.

Assessment Tab

This breaks information security requirements down into a series of Yes/No questions. There is a comments box should anyone think it necessary to expand on a response but it is not a requirement to enter anything. Whilst there appears to be many questions, we envisage it should only take 20 minutes to complete.

Where to send your TPSA results

Once you have completed the TPSA, please send it to:

data.protection@bnc.ox.ac.uk

We would advise password protecting responses. If files have been password protected, including a telephone number of a contact the College can ring to ask it would be helpful.

Please note, all TPSA submissions are held in confidence – they will not be passed on or accessed by any third parties.

Getting Help

If you need help with any part of the TPSA process you can contact the College ICT team on

01865 277513

OR

computer.office@bnc.ox.ac.uk