

**MAINE COMMUNITY COLLEGE SYSTEM**

**INFORMATION TECHNOLOGY**

**Section 907**

**SUBJECT: TECHNOLOGY SERVICE PROVIDERS**

---

**PURPOSE: To establish uniform security standards for vendors who access MCCS information and data**

---

Due to the specialized expertise needed to design, implement, and service many new technologies, MCCS relies on service providers for resources that are not available within MCCS. Some providers necessarily must access protected MCCS data and information in order to perform their services. When choosing a provider that will maintain or regularly access protected information, it is the policy of MCCS to evaluate the ability of the provider to safeguard information and to select providers with the capability to provide the requisite protections.

In furtherance of this policy, providers must affirm that they understand and have the capability to comply with laws and MCCS policies and procedures governing information security. Providers must also demonstrate to the satisfaction of MCCS the ability to verify compliance with applicable laws, policies and procedures. Further, in addition to any other requirements, service contracts shall include language requiring the provider to maintain the confidentiality of protected information, protect the integrity of the information, and access such information only as needed to fulfill the business purpose of the contract.

Procedures specific to technology service providers are set forth in Section VII of the Information Technology Procedures Manual and shall include at a minimum:

1. Legal Requirements;
2. Data Protection Standards;
3. Definitions;
4. Roles and Responsibilities;
5. Contract Requirements; and
6. Verification requirements.

---

REFERENCES: 15 U.S.C. §§ 6801 and 6805; 16 CFR § 314

DATE ADOPTED: June 13, 2018