

CONFIDENTIAL – FOR THIRD PARTY EVALUATION ONLY

Part I

NKF Third Party Information Security Evaluation Form

Name of Company	
Person Completing the Form	
Email Address	
Phone Number	
Company Website	
Date of Assessment	

Data Controls	3rd Party Response (Yes / No / Partially Implemented)
1. Will store all NKF data in Singapore.	
2. Maintains an audit log for the location of all NKF data.	
3. Will not access NKF data from outside of Singapore.	
4. NKF data will be promptly deleted when retention is no longer necessary for legal or business purposes.	
5. NKF data is permanently erased when deleted.	

3rd Party's Business Associates	3rd Party Response (Yes / No / Partially Implemented)
1. Will any 4th parties have access to NKF data?	
2. Confidentiality agreements have been signed before proprietary and/or confidential information is disclosed to the 3 rd party's business associates.	
3. 3 rd party's business associate agreements document the agreed transfer of NKF data when the relationship terminates.	
4. 3 rd party performs periodic review on business associates that have access to NKF data.	

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Access Controls	3rd Party Response (Yes / No / Partially Implemented)
1. Has a policy to protect NKF information against unauthorised access.	
2. Has a policy that prohibits sharing of individual accounts and passwords.	
3. Has a policy that implements the need-to-know and separation-of-duties principles.	
4. Implements multi-factor authentication in order to access NKF resources.	
5. Immediately removes or modifies access when personnel terminate, transfer, or change job functions.	
6. Ensures that critical data, or systems, are accessible by at least two trusted and authorised individuals, in order to limit having a single point of service failure.	

Network Security	3rd Party Response (Yes / No / Partially Implemented)
1. NKF data are not directly accessible from the internet unless the NKF data is encrypted	
2. Servers holding NKF data connected to any network must run host-based firewalls configured to block all connections to the system other than the specific types of connections needed to perform the approved functions.	
3. Documented practices are in place and followed on maintaining the configurations of host-based firewalls.	
4. NKF data must be encrypted when it traverses any network (outside of a switch in a secure information centre).	
5. NKF data must never be sent via email except in encrypted files.	
6. All users who need to transfer NKF data must make use of a secure transfer method (e.g. encrypted email).	

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Physical Security	3rd Party Response (Yes / No / Partially Implemented)
1. Controls access to secure areas.	
2. Controls access to server rooms and follows the principles of least privilege and need-to-know.	
3. Safeguards in place (e.g., cipher locks, restricted access, room access log, card swipe access control).	
4. Shreds or incinerates printed confidential information.	
5. Escorts visitors in computer rooms or server areas.	
6. Implements environmental controls to mitigate the environmental threats to equipment.	

Contingency Planning	3rd Party Response (Yes / No / Partially Implemented)
1. Has written and tested backup procedures.	
2. Maintains a documented and tested disaster recovery plan.	
3. Has a written contingency plan for critical computing operations.	

Incident Response	3rd Party Response (Yes / No / Partially Implemented)
1. Maintains incident response procedures, including notifying NKF in the event of a breach involving NKF data.	
2. Has cyber security / liability insurance coverage.	

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NKF Data Requirement					
As part of the outsourcing / contracted service arrangement, the service provider may collect, use, process or store the following types of data (please <input checked="" type="checkbox"/> tick where applicable):					
Risk Level	Data Type	Collect	Use	Process	Store
High	<input type="checkbox"/> Personally Identifiable Information (PII)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> National Registration Identity Card (NRIC) Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Payment Card Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Sensitive Research Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> NKF Mission Critical Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium	<input type="checkbox"/> NKF Business Confidential Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Anonymised Research Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Other Confidential Information (Please indicate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low	<input type="checkbox"/> Non-Sensitive / Non-Confidential Information (Please indicate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Documents Furnished					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Network Diagram <input type="checkbox"/> Security Architecture <input type="checkbox"/> Security Assessment Results <input type="checkbox"/> Security Policies <input type="checkbox"/> SOC 2, ISO Reports <input type="checkbox"/> Change Management Policy <input type="checkbox"/> Backup and Restoration Procedures </div> <div style="width: 50%;"> <input type="checkbox"/> Incident Management Plan <input type="checkbox"/> Business Continuity Plan <input type="checkbox"/> Disaster Recovery Plan <input type="checkbox"/> Cyber / Liability Insurance Certificate <input type="checkbox"/> All relevant test report(s) <input type="checkbox"/> All relevant certification(s) <input type="checkbox"/> Other relevant document(s) </div> </div>					