Policy and Procedure:
Vendor computer systems

The University of Iowa | College of Dentistry and Dental Clinics

Responsible Office	Technology and Media Services	Effective Date	01/01/2015
Responsible Official	College of Dentistry Security Officer	Last Revision	05/31/2022
Reviewed by	PHI Oversight and Review Committee	Review Date	05/31/2022

Scope

This policy applies to the College of Dentistry's policy on vendor supplied systems, including hardware and software.

Policy

All vendor supplied computer systems installed in the College of Dentistry must meet with the following security guidelines. It is strongly suggested that any system that cannot run under ALL the controls below should not be purchased/used.

1. All computers must be fully managed by the College of Dentistry IT department. This includes:
   a. Making the computer a campus "domain" member, subject to SCCM and Group Policy management rules.
   b. Windows updates must be turned on and controlled by the central update service, MECM.
   c. The campus standard Antivirus software must be enabled and configured according to Dentistry IT standards.
2. Remote access for Vendors will not be always available. Remote access will only be enabled on an asneeded basis. Dentistry IT must be present to monitor the Vendor's access to collegiate data. Remote access will be disabled when the necessary work is completed.
3. Software must function correctly while logged in as a standard windows user that does not have administrative rights. A domain account is preferable to a local windows account.
4. All vendor account passwords must comply with the University password policy.
5. Systems that do not transmit data off campus will be connected to the local scope network.
6. All vendors must have a signed Business Associates Agreement (BAA) in place if PHI is involved.
7. All vendors must complete the College of Dentistry Systems Assessment Questionnaire before a purchase order will be issued.

Resources

University of Iowa Information Security Framework Policy
http://itsecurity.uiowa.edu/policy-information-security-framework

College of Dentistry Systems Assessment Questionnaire
https://intradent.dentistry.uiowa.edu/sites/default/files/docs/policies/Systems-Assessment-Questionnaire.pdf