



Finsbury Green Supplier Security Risk Assessment Guidelines

The Finsbury Green Supplier Security Risk Assessment is a tool that helps us understand our suppliers' capabilities related to data protection and security.

The questionnaire enables a standardised approach to assessing the security risk posed by each relationship with a supplier and then guides us on the deployment of appropriate controls and mitigation processes that minimise the risk associated with potential security and privacy breaches.

This assessment is a critical element in protecting customers and our data by ensuring that Finsbury Green's information and systems that are accessed by suppliers are subject to appropriate protection.

It is important to note that you are only required to complete this assessment if you have been requested to do so.

This guide assists supply partners to understand how to prepare for and complete the assessment.

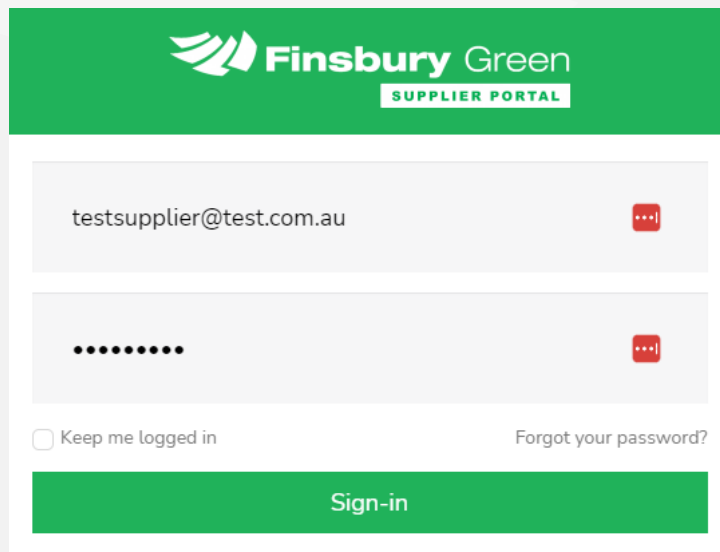
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Important knowledge

The rating is completed through the Supplier Portal which can be accessed [here](#) with the username and password you have previously set up.

If you cannot remember your password, use the FORGOT YOUR PASSWORD? function to re-set.

If you have not previously accessed the Supplier Portal, then you will be required to set up an account.

The image shows a login form for the Finsbury Green Supplier Portal. At the top, there is a green header with the Finsbury Green logo and the text 'SUPPLIER PORTAL'. Below the header, there are two input fields: one for the email address 'testsupplier@test.com.au' and one for the password, represented by dots. To the right of each input field is a red eye icon for toggling visibility. Below the password field, there is a checkbox labeled 'Keep me logged in' and a link 'Forgot your password?'. At the bottom, there is a green 'Sign-in' button.

Once created, you can return at any time to start a rating, review or update a previous submission if you have made improvements in your business.

Once you have access, we recommend that you read the questionnaire first before attempting to complete it. This is important as there is a requirement to provide data and upload PDF documents. For ease of response, collate information before starting the Security assessment which will then take about 10 minutes to complete. Remember, you can save responses along the way and come back at any time to update as needed.

The instruction Upload documentary evidence to validate these claims throughout the assessment refers to whether a particular activity and the subsequent claim by you can be externally verified.

Supply partners can claim they undertake a certain activity; however, unless it is externally verified your response may not be accepted.

You must upload your evidence in PDF format. There is a 5Mb limit for all uploaded documents in total and the Security assesment only allows for one PDF per response. Please combine multiple pages of evidence for a specific question into one PDF.

Preparation

Before you start the assessment, some preparation and data gathering will make the process as easy as possible.

General Information:

Most questions will be easily answered by someone in your business that has a reasonable understanding of your data security credentials and commitments.

We recommend that you access the Supplier Portal to review the questions and validation documents required before formally starting the assessment.

Gathering this information prior to starting will ensure your response is quick and easy to complete.

Once you have done this, seek guidance from within your business so you can answer questions truthfully and accurately.

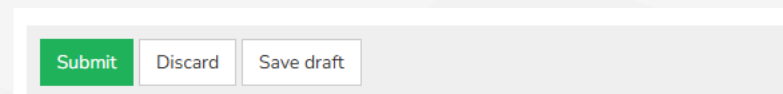
Importantly, you can start, save and come back to the assessment at any time to update as needed.

Submitting

Submit your response

If you have completed all the questions, uploaded supporting documentation you are now ready to submit your questionnaire.

Do this by clicking the SUBMIT button and you are done.

A screenshot of a submission interface showing three buttons: 'Submit' (green), 'Discard' (light grey), and 'Save draft' (light grey).

What happens next?

Following the submission of a completed assessment your response will be reviewed for accuracy and compliance. If there are clarifications required then we will communicate via email before we can finalise your response.

If there are questions that have been answered incorrectly, or clarification is sought, you will be required to access your submission, update and submit further details for review.

If your company's credentials change at any time after the initial assessment, you should contact us at supplychainmanagement@finsbury.com.au and we will discuss next steps with you.

Final comments

The Finsbury Green Supplier Security Risk Assessment is a critical element in protecting customers and our data by ensuring that Finsbury Green's information and systems that are accessed by suppliers are subject to appropriate protection.

Gaps in your submission or security protocols in your business may impact your access to certain types of work and/or supply chains.

Any further questions should be directed to:
supplychainmanagement@finsbury.com.au