



Finsbury Green Supplier InfoSec Risk Assessment Guidelines

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The Finsbury Green Supplier InfoSec 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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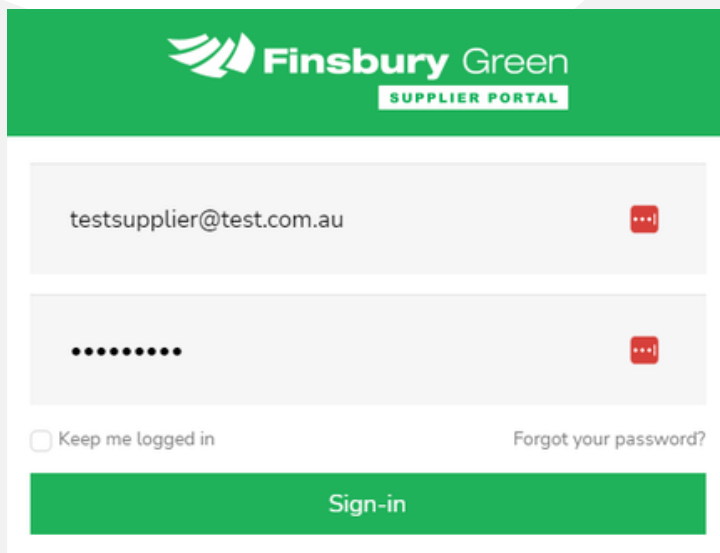
Important knowledge

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.

Once you have access, we recommend that you read the questionnaire first before attempting to complete it. The assessment will take about 10 minutes to complete - you can also save a draft and come back at any time to update as needed.



The screenshot shows the login interface for the Finsbury Green Supplier Portal. At the top is a green header with the Finsbury Green logo and the text 'SUPPLIER PORTAL'. Below this are two input fields: the first for the email address 'testsupplier@test.com.au' and the second for the password, represented by dots. Both fields have a red 'x' icon on the right. Below the password field is a checkbox labeled 'Keep me logged in' and a link 'Forgot your password?'. At the bottom is a large green button labeled 'Sign-in'.

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.

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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 before formally starting the assessment.

Understanding what is required 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.

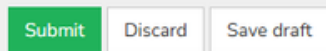
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Submitting

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.



Submit Discard Save draft

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 InfoSec 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