

# Prepare a security and procurement review

Questions your IT, legal, or procurement team can bring to the project discussion.

🕒 4 min read   Updated October 2026

## Tell us your review process early

Let us know if your organisation needs vendor onboarding, a security questionnaire, an NDA, data-processing terms, or specific approvals. Share the requested categories and deadlines first. Project-specific evidence is supplied through an agreed channel when available and appropriate.

## Useful questions to cover

- Which information is processed, why, and by which providers or systems?
- Who has access, how are permissions controlled, and which actions are logged?
- What are the agreed retention, deletion, backup, and recovery arrangements?
- What are the incident contact, human approval points, and service limitations?
- Which certifications or assurances are required, and what evidence can actually be supplied?

## Keep requirements tied to the project

A questionnaire helps identify requirements; it is not proof that a control is implemented. Any required residency, private deployment, response time, or certification must be checked and documented for the actual engagement.

### Your checklist

0/3 complete

- ☐ Identify your security and procurement contacts.
- ☐ List mandatory controls and evidence.
- ☐ Share your review timeline.

## A USEFUL NEXT STEP

Ask your Swepety contact which documents are appropriate for your proposed scope.

Your signed proposal and agreement define the final scope, fees, responsibilities, and terms.

[resources.swepety.com](https://resources.swepety.com) · [support@swepety.com](mailto:support@swepety.com)