

Baldwin Wallace University Information Technology Standard

Issued by:	Information Technology
Title:	Safe Listing of Vendor Emails
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A. The requirement to “Safe List” a vendor’s emails to BW:

- a. Full implementation of the industry-standard email authentication security standards known as DMARC, SPF, and DKIM such that the authenticity of emails can be guaranteed at the technical level. Further information can be found at:
 - i. DMARC: <https://dmarc.org/>
 - ii. SPF: https://en.wikipedia.org/wiki/Sender_Policy_Framework
 - iii. DKIM: https://en.wikipedia.org/wiki/DomainKeys_Identified_Mail
- b. The organization is not a bulk mailing or general-purpose email service. Ex: Gmail, MailChimp,...
- c. Must have a signed contract in place that requires sufficient cybersecurity and liability protections. The contract has been reviewed and approved by both Legal and the Chief Information Officer.
- d. Must have a completed vendor IT Security risk assessment (HECVAT) or comparable, with a satisfactory result, and have no SEC reportable material breaches in the past three years.
- e. The vendor is considered an established and critical business partner.
- f. Communication must be of high importance to BW business operations. Ex: ADP, Training,...
- g. Requires approval by the Chief Talent Officer, Chief Information Officer, and sponsoring Vice President.
- h. Re-approval must occur annually.