



Illustrative Questionnaire for the Due Diligence of Vendor Technology and Cyber Security (Short Form Version)

NAME OF COMPANY RESPONDING:

[Click here to enter text.](#)

AS OF DATE OF THIS DDQ:

[Click here to enter a date.](#)

CONTACT DETAILS FOR PERSON AT VENDOR TO DISCUSS THIS DDQ WITH:

[Click here to enter text.](#)

- ☐ **Tick here if the vendor undertakes to notify the recipient of material changes that take place to answers provided in this DDQ**

NAME OF REQUESTING AITEC/AIMA MEMBER:

[Click here to enter text.](#)

PURPOSE

AITEC consists of over 400 CTO's, CISO's and other executive level technologists who work in the alternate investment space and AIMA has more than 1,800 members globally. AITEC and AIMA are currently looking to take advantage of their memberships' scale by asking members to engage their vendor partners to participate in the DDQ program.

Essentially the program puts the vendor in control by leaving who gets access to their completed questionnaires up to them. Only AITEC and AIMA members who are your clients or prospects and who have executed their own confidentiality agreement with your firm will have access to your completed questionnaire.

Members are forbidden from distributing your completed questionnaires to other members without explicit permission from your firm.

Participation in the program simply requires that your firm have a completed copy on hand for members to request their own copies. It will be up to your firm and clients to negotiate a confidentiality agreement prior to sharing with them your completed questionnaire.

DISCLAIMER

None of AITEC, AIMA, or their respective officers, employees or agents makes any representation or warranty, express or implied, as to the adequacy, completeness or correctness of the questionnaire. No liability whatsoever is accepted by AITEC, AIMA, or their respective officers, employees or agents for any loss howsoever arising from any use of this questionnaire or its contents or otherwise arising in connection therewith. For the avoidance of doubt, note that, by providing this questionnaire, neither AITEC nor AIMA acts as legal counsel in any jurisdiction.

USE OF THIS QUESTIONNAIRE IS RESTRICTED

Members of AITEC and AIMA have a limited license to use this questionnaire while they are members in the circumstances set out in the Terms of Use. Vendors who are not members of AITEC or AIMA also have a limited license to use this questionnaire in the relevant circumstances set out in the Terms of Use. This license does not include permission to circulate this questionnaire to any other persons nor does it include permission for use by non-members in any other circumstances. The copyright in this questionnaire is the sole property of AITEC and AIMA. You may not distribute it or copy it for any purpose other than in line with the limited license set out above without prior written consent from AITEC and AIMA.

VENDOR CERTIFICATION

Vendors filling in this DDQ must make one of the certifications below. When the DDQ is provided in other than electronic platform format, the certification must appear in a location that is between the front cover page and the table of contents regardless of format.

Tick the one that applies. If none do, then neither you nor your firm is authorised to distribute this DDQ under AITEC's or AIMA's copyright.

- ☐ I am a member of AITEC and I represent the vendor and *neither I nor the vendor have changed any of the questions or set response choices*. We have abided by the Terms of Use.
 - ☐ I am a member of AITEC and I represent the vendor and *some of the questions or set response choices have been changed and I have accordingly removed the AITEC and AIMA branding as required*. We have abided by the Terms of Use.
 - ☐ Our firm is a vendor that is a member of AIMA and *we have not changed any of the questions or set response choices*. We have abided by the Terms of Use.
 - ☐ Our firm is a vendor that is a member of AIMA and *we have changed some of the questions or set response choices and have accordingly removed the AITEC and AIMA branding as required*. We have abided by the Terms of Use.
 - ☐ Our firm is not itself a member of AIMA or represented by a member of AITEC but this DDQ was provided to our firm to fill in by a member of AIMA or AITEC. We understand that because our firm is not a member of AIMA or represented by a member of AITEC, our firm is not authorised under the copyright to supply a completed copy of this DDQ to anyone other than the providing member of AIMA or AITEC. *We have not changed any of the questions or set response choices*. We have abided by the Terms of Use.
 - ☐ Our firm is not itself a member of AIMA or represented by a member of AITEC but this DDQ was provided to our firm to fill in by a member of AIMA or AITEC. We understand that because our firm is not a member of AIMA or represented by a member of AITEC, our firm is not authorised under the copyright to supply a completed copy of this DDQ to anyone other than the providing member of AIMA or AITEC. *We have changed some of the questions or set response choices and have accordingly removed the AITEC and AIMA branding as required*. We have abided by the Terms of Use.
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Short Form Questionnaire	Error! Bookmark not defined.
1. Company Information	Error! Bookmark not defined.
2. Product/Service Information.....	Error! Bookmark not defined.
3. Policies, Procedures, Standards and Controls	Error! Bookmark not defined.
4. Data Security.....	Error! Bookmark not defined.
5. System Maintenance.....	Error! Bookmark not defined.
6. Access Controls	Error! Bookmark not defined.
7. Infrastructure Security	Error! Bookmark not defined.
8. Physical Security	Error! Bookmark not defined.
9. Business Continuity	Error! Bookmark not defined.
10. Cyber Incident Response	Error! Bookmark not defined.
11. Software Development	Error! Bookmark not defined.
12. Additional Questions.....	Error! Bookmark not defined.
13. Company Comments	Error! Bookmark not defined.
FURTHER INSTRUCTIONS	Error! Bookmark not defined.
TERMS OF USE	Error! Bookmark not defined.



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DDQ Program

AITEC-AIMA Illustrative Questionnaire for the Due Diligence of Vendor Technology and Cyber Security (DDQ)

About the DDQ

In 2014, AITEC created a vendor DDQ to streamline the process of conducting due diligence on vendors servicing the alternative investment industry. The DDQ represents a superset of technology questions compiled by a committee of AITEC members who are senior technologists in the financial services industry. AITEC has since partnered with the Alternative Investment Management Association (AIMA) to greatly expand the reach of the DDQ and rebranded it to the AITEC-AIMA Illustrative Questionnaire for the Due Diligence of Vendor Technology and Cyber Security.

AITEC and AIMA are a single industry voice sharing its knowledge to promote efficiency. The benefit of a standard approach is realized across the industry. Vendors benefit by having a single set of questions disseminated to multiple parties. In return, clients will receive consistent information across vendors more timely.

AITEC and AIMA regularly review and update the template. Version 4.0 was released in January 2019 and is available below, along with a tracking guide for the changes from version 3.0 (July 2016) to version 4.0.

As part of the most recent update, AITEC-AIMA also produced a short form version of the DDQ comprising the most critical questions. This offers a good starting point for firms, with the full version providing additional follow up questions.

For more information please email Erin Calderon at ecalderon@aitec.org.

www.aitec.org

Shared by IA Watch with permission of the AITEC. Contact the AITEC for membership information and to obtain the full DDQ.