

## How to review contracts for IT Security Professionals

### Description:

In this one day session the class will cover the basic review process for contracts and service agreements. Students will learn how to perform a high level review of contracts, and then do a deep dive as it relates to IT related items. This is a hands on and interactive discussion class. We will be reviewing real contracts and building a checklist for understanding the contract terms.

### Background:

Whether it is a software as a service, a software license, sales contract, or a user agreement, we deal with contracts on a daily basis. At the organizational level, there may be several contracts executed every single day, and many times there are IT requirements either directly in the contract, or in the underlying support of the contract terms.

With new laws about data privacy and new liability requirements for decisions makers, it is important that IT professionals be able to read, understand and otherwise be involved in the contract process for their organization.

### Agenda

#### Morning:

- What is the IT role in contract process?
- What questions does IT need to ask, why?
- What are the expectations during the review process?
- What are the different kinds of contracts you will see?
- What are the liability concerns for IT?
- How do you review and document the parts of the contract?

#### Afternoon:

- Build a checklist
- Hands on review of various types of contracts
- Filter through the legalese
- Document your thoughts and concerns
- Write meaningful reports for your management team
- Be part of the contract process (before the contract is signed)
- Concerns for IT