

AI Vendor Questionnaire

The Operator's Manual for Artificial Intelligence

Template Kit — Document 3 of 6

IMPORTANT — BEFORE YOU USE THESE TEMPLATES

These templates are starting points for organizations without existing AI governance. They are not legal documents and are not a substitute for qualified legal counsel. Review and adapt them to your specific jurisdiction, industry, and situation before use. Do not implement any policy, form, or checklist from this kit without professional review. The Operator's Manual for Artificial Intelligence makes no representations as to their completeness, accuracy, or fitness for any particular purpose.

Use this questionnaire to evaluate an AI vendor or tool before adoption, renewal, or expanded use. Send it to the vendor as written or adapt it to your procurement process. Responses should be obtained in writing. Consult legal and IT security before finalizing any vendor agreement.

1. Document Information

Field	Entry
Organization Conducting Review	[Enter organization name]
Evaluator Name and Title	[Name and title]
Date of Assessment	[Enter date]
Vendor Name	[Enter vendor name]
Product / Service Name	[Enter product name]
Product Version (if applicable)	[Version or N/A]
Vendor Primary Contact	[Name, email, phone]
Intended Use in Our Organization	[Describe how you plan to use this tool]

Section A: Data Handling

These questions determine what happens to your data when you use this tool.

Question	Yes	No	Notes
Does the vendor store data submitted by users (prompts, files, etc.)?	☐	☐	
Is user data used to train or improve the vendor's AI models?	☐	☐	
Can users opt out of data being used for training?	☐	☐	
Is data retained after the session ends?	☐	☐	
Does the vendor provide a clear data retention and	☐	☐	

Question	Yes	No	Notes
deletion policy?			
Is user data shared with third parties (including sub-processors)?	☐	☐	
Does the vendor provide a current list of sub-processors upon request?	☐	☐	
Is data encrypted in transit and at rest?	☐	☐	

Additional data handling notes from vendor:

Notes

Section B: Security and Access Controls

These questions assess the vendor's security practices.

Question	Yes	No	Notes
Does the vendor hold a current SOC 2 Type II certification?	☐	☐	
Does the vendor hold ISO 27001 or equivalent certification?	☐	☐	
Is access to user data by vendor staff logged and audited?	☐	☐	
Does the vendor conduct regular third-party penetration testing?	☐	☐	
Is there a documented vulnerability disclosure or incident response process?	☐	☐	
Does the product support single sign-on (SSO) or multi-factor authentication (MFA)?	☐	☐	
Are audit logs of user activity within the product available to administrators?	☐	☐	

Certifications and security documentation received (list):

Document or Certification	Date Received or Confirmed

Section C: Privacy and Regulatory Compliance

These questions assess compliance with privacy laws relevant to your jurisdiction and industry.

Question	Yes	No	Notes
Does the vendor claim GDPR compliance (if applicable to your organization)?	☐	☐	
Does the vendor claim CCPA or CPRA compliance (if applicable)?	☐	☐	
Does the vendor offer a Data Processing Agreement (DPA)?	☐	☐	
Has the DPA been reviewed by qualified legal counsel before signing?	☐	☐	
Does the vendor support data subject access, correction, and deletion requests?	☐	☐	
Is the vendor transparent about the legal basis for processing personal data?	☐	☐	

Regulatory notes:

Notes

Section D: Contractual Terms

These questions confirm the vendor's contractual commitments.

Question	Yes	No	Notes
Does the vendor provide a written Data Processing Agreement?	☐	☐	
Does the contract include a Service Level Agreement (SLA) with defined uptime and support?	☐	☐	
Does the contract specify the vendor's liability in the event of a data breach?	☐	☐	
Does the contract include a right to terminate with notice?	☐	☐	
Does the contract allow audit rights or independent security assessments?	☐	☐	

Contract notes and outstanding items:

Notes

Section E: Risk Assessment Summary

Field	Entry
Overall Risk Level (Low / Medium / High / Critical)	
Blocking Issues Identified	
Conditions for Approval (if any)	
Recommendation (Approve / Approve With Conditions / Reject)	
Rationale for Recommendation	

Sign-off

Evaluator Name	Date
IT Security Review	Date
Legal Review	Date
Final Decision Approved By	Date