NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

RPA Robot Security Questionnaire

Please provide information based on the RPA Robot business use case. This is filled out by the business unit that is using the RPA Robot at the start of the project, for any RPA Robot enhancements, and annually for security and privacy review.

Question	RPA Robot Team Response	Division ISO Comments
1. Who is the Business Process Owner (product owner), Administrator, Process Developers, Robot Custodians for this Robot?		
2. Which division does this belong to?		
3. Please describe the Robot Use Case (can insert links to documentation)		
4. Please provide network architecture and data flow diagram for the Robot use case (can insert links to documentation)		
5. Please provide a Privacy Threshold Assessment (PTA) for the data that is involved in this Robot use case		
6. Is this an attended or unattended Robot?		
7. Is this Robot intended to access applications with PII/PHI?		
8. Which application(s) does this Robot interact with?		
9. Have the application's System Owners approved the Robot based use case?		
10. Has a change management process been established with the above applications to ensure that Robots are in sync with the application interfaces used?		
11. Has the Robot behavior been tested to ensure that it behaves predictably as per the documented use case and data flows?		

12. What is the backout plan if Robot is implemented and not behaving as expected?		
13. Does this Robot interact with applications outside DHHS? If so, have you obtained their authorization? Who is the external contact?		
14. Is the Robot behavior expected to be static (rules based) or dynamic (AI based)? If dynamic, have all potential changes to behavior been documented/reviewed?		
15. What credentials does this Robot use (e.g., NCID/EADS/AD/Local)? Are they unique to this Robot? Please confirm that human identities are not used by Robot.		
16. Where are the Robot credentials stored? Who has access to them? Who will keep them updated when they expire?		
17. Does this Robot interact with applications that are hosted/managed by an organization outside DHHS? If yes, has the hosting provider approval been received?		
18. Does this Robot publish any data to recipients outside DHHS? If so what is the sensitivity of that data?		
19. What is the level of access for this Robot (admin, user, machine)		
20. Who is responsible for monitoring the RPA infrastructure and Robot logs?		
21. What safeguards are in place to prevent Denial of Service by this Robot?		

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RPA Platform Security Questionnaire

For a new or enhanced RPA Platform/Technology, please provide the information below. This is filled out by the RPA Platform owner at the start of the project, for platform enhancements and annually for security and privacy review.

Question	RPA Platform Team Response	PSO Comments
1. Who is the RPA Platform Owner?		
2. Please describe the RPA Platform technology and provide architecture and security documentation		
3. Please provide the security documentation in this checklist		
4. Please provide documentation on how the RPA platform addresses the DHHS security policy requirements		