CHECKLIST

Vendor access and data location checklist for localization

Regulated enterprises send contracts, disclosures and customer information to linguists and agencies every day. Use this checklist to see whether you can show who handled your content, and where it lived. **It is a starting point, not legal advice.**

How did you do?

A few boxes unticked, or marked "not sure", is normal. Each one is a gap in your chain of custody, and a good place to start.

See how Flowfit helps close them.

Book a demo →

01 Who has access?

- [ ] Linguists and agencies have named accounts, not shared logins.
- [ ] Access is limited to the projects each person is assigned.
- [ ] Access is removed when a project ends or a contract closes.
- [ ] You can list everyone with access to a given project today.
- [ ] Vendors sign in through a login your organization controls, such as single sign-on.

02 What is the record?

- [ ] Every assignment (offer, purchase order, delivery) is recorded in one system, not in email threads.
- [ ] Each assignment is linked to the project in the translation tool where the work took place.
- [ ] You can show who approved the final version of a document, and when.
- [ ] Each agency and freelancer has a written agreement that covers confidentiality.
- [ ] You could answer an auditor's question about who handled a specific document within a day.

03 Where do the records live?

- [ ] You know the country where project records, assignments, purchase orders and user logins are stored.
- [ ] That location is in Canada when your customers or regulators expect it.
- [ ] You know who can reach the records, and from where, including vendor support staff.
- [ ] A deployment option exists, such as on-premises, if the data must stay inside your own environment.