

Know Your Vendors

Convenience Stores - With or Without Fuel Sales

RSGDA Vendor, Product & Data Risk Checklist

WHY THIS MATTERS A vendor problem can become your business problem. Know who supplies critical products, who can access customer or employee information, what systems they connect to, and what records you can produce if something goes wrong.

1. Inventory the Vendors That Touch Your Business

- ☐ POS, payment processors, ATM and merchant-service vendors
- ☐ Loyalty, mobile ordering, delivery and customer-engagement platforms
- ☐ Age-verification and ID-scanning systems
- ☐ Camera, alarm and access-control vendors
- ☐ Food, beverage and regulated-product suppliers
- ☐ Payroll, scheduling, accounting and cloud providers
- ☐ Fuel suppliers, tank-monitoring, pump/POS and environmental contractors (fuel locations)

2. Questions You Should Be Able to Answer

- ☐ Do we know which systems store card, loyalty, ID or employee information?
- ☐ Is PCI/payment security responsibility clearly understood with processors and POS vendors?
- ☐ Does an ID/age-verification vendor retain scanned data, and if so why and for how long?
- ☐ Are recalls and supplier notices tracked for food and other products?
- ☐ Are camera/admin accounts protected and former employee access removed?
- ☐ For fuel sites, are tank monitoring, pump payment and environmental vendors documented and access-controlled?

3. Data & Technology Vendor Review

- ☐ What customer or employee information does the vendor receive?
- ☐ Where is it stored, who else can access it, and how long is it retained?
- ☐ Does the vendor use appropriate access controls, MFA and encryption where applicable?
- ☐ Does our contract address security safeguards and breach notification?
- ☐ What happens to our information when the relationship ends?
- ☐ Do we maintain a current contact for security, safety or incident escalation?

4. Red Flags - Stop and Ask More Questions

- ☐ Default/shared POS or camera passwords
- ☐ Vendor retains ID images/data without a clear business need
- ☐ Unknown third parties connected to loyalty/POS systems
- ☐ Food/product supplier cannot support traceability or recall response
- ☐ Fuel-system remote access is poorly controlled
- ☐ Former managers retain administrative access

5. Annual Vendor Review

Vendor / Service	Risk or Data Access	Reviewed / Action Needed

Owner Sign-Off

Reviewed by: _____ Date: _____

Important: This checklist is a practical risk-management resource, not legal advice. Legal, contractual, insurance, cybersecurity, safety and regulatory obligations vary by business and circumstance.