Application to Establish a Database Containing Confidential Information

With this application, include a memorandum on campus letterhead briefly describing the need for establishing a database containing confidential data[1], the business justification, and any impacts to the cabmpusrfoivedepartmoent/entity. A campus risk assessmentg aimust

ze you with the CSU and University's Policy on Information
a database containing confidential records. The CSU and
nay be viewed at:
00/8065.0.shtml

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http://www.csub.edu/its/about/security/infopolicy/index.html

The Information Security Policies include the following statements:

"Critical or protected data must not be transferred to another individual or system without approval of the data owner. Before critical or protected data is transferred to a destination system, the data owner should establish agreements to ensure that authorized users implement appropriate security measures."

"Computing systems that duplicate in their entirety, or in part, data found on information systems containing confidential information whether or not information stored is considered to be confidential and provides access to more than one person, must be identified and registered as a shadow system with the ISO."

**********FORM**********

Requestor First Name_____ Requestor Last Name_____

Requestor

Authorization to establish this database is approved/denied. (Circle one)

President_____ Date_____

Cabinet Officer_____ Date_____

Please make a copy of this document, and forward the original to Assistant Vice President for Information Technology Services.

Confidential Data [1]
CSU Information Security Data classification
http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf