Information Security Review Process

Effective Date: 02/17/2016

3. Complete the form by including a full description of the project, a well-defined scope, and all pertinent details, including but not limited to the following:
   - Contract/Contractual language
   - NDA/Background check requirements
   - List of 3rd party access to UC systems or data
   - List of UC Data (SSN’s, Names, Addresses, transcripts, etc.) to be sent outside of the university. Refer to the Data Classification Chart for an explanation on data types and classifications.
   - Business workflows
   - Monitoring and logging information
   - Any other relevant information
4. If the project involves external parties accessing university systems or data, the Data Security Rider will likely need to be integrated into the contract verbiage.
5. Be sure to include a listing of all key personnel who many need to be included in any discussions.
6. Forward the completed Security Review Form and all associated attachments to the IT@UC Office of Information Security (OIS) at infosec@uc.edu.
7. Once OIS receives the request, it will be reviewed and an initial response will be received within 5 business days. In the event that additional documentation may be requested this process may exceed 5 days as needed. OIS may schedule a meeting to discuss the project.