Information Security Design & Architecture Review Process

2. Complete the associated Security Review Form
3. Be sure to include a full description of the project, a well-defined scope, and all pertinent details, including but not limited to the following:
   - Contract/Contractual language
   - NDAs/Background checks
   - List of 3rd party access to UC systems or data
   - List of UC Data to be sent outside of the university
   - Business workflows
   - Monitoring and logging
   - 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 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. Additional documentation may be requested.
8. OIS will schedule a meeting to discuss the project.