

Information Security Review Process

1. Review the [Information Security Review Policy](#)
2. Access the [Security Review Request](#) web form
3. Complete the form by including all required information, including:
 - Project / product name
 - Responsible department
 - Department contact and phone number
 - Vendor contact name (optional) and phone number (optional)
 - Vendor email (optional)
 - Brief description of project / product
 - Yes/no, will the project use or access Restricted data?
 - Yes/no, will a third party / cloud storage solution have access to the data?
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. Attach any supporting documents such as the contract, Network architecture documentation or any other related documents.
6. Once OIS receives the request, it will be reviewed and an initial response we 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.

Contact Information

Office of Information Security

513-558-ISEC (4732)

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History

Issued: 2/17/2016

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