

INFORMATION SECURITY AND PRIVACY EXCEPTION REQUEST

All information technology resources connected to the university network are expected to comply with information technology security policies and standards designed to establish the controls necessary to protect university information assets.

A control deficiency in one business process or IT resource can jeopardize other processes or resources because erroneous data may be inherited, privacy can be compromised or because a conduit for an intrusion into FSU systems may be created. However, there may be a case where compliance cannot be achieved for a variety of reasons.

In such cases, an exception must be documented and approved using this process.

An exception to a published IT/information security policy, standard or practice may be granted in any of the following situations:

- Temporary exception, where immediate compliance would disrupt critical operations
- Another acceptable solution with equivalent protection is available
- A superior solution is available
- A legacy system is being retired and compliance is not possible (risk must be managed)
- Long-term exception, where compliance would adversely impact university business
- Compliance would cause a major adverse financial impact that would not be offset by the reduced risk occasioned by compliance (i.e., the cost to comply offsets the risk of non-compliance)

To request an exception, submit the completed and signed Exception Request Form to the Director of Information Security and Privacy.

INFORMATION SECURITY AND PRIVACY EXCEPTION REQUEST FORM

Date: Requestor's Name:

Requestor's Phone Number: Requestor's Email Address:

Description of the exception (i.e., description of the situation that will exist if an exception is granted. Please be specific.):

The specific device, application or service for which the exception is being requested:

Data classification category of associated device, application or service):

Public Private Protected (Ref: [FSU Information Classification Guidelines](#))

Describe the data that will be affected, either directly or indirectly, by the exception:

Why an exception is required, e.g., what business need or situation exists, what alternatives were considered, and why are they not appropriate:

Anticipated length of non-compliance (2-year maximum):

Proposed assessment of risk associated with non-compliance:

Proposed plan for managing/mitigating the risk associated with non-compliance:

Proposed metrics for evaluating the success of risk management (if risk is significant):

Proposed review date to evaluate progress toward compliance:

Additional Information (attach additional pages if needed):

I understand and accept the risks of the requested exception to FSU security/privacy practices

Signature of Dean, Director, or Department Head

Print Name

Date

I endorse the requested exception and agree to implement mitigating controls

Signature of Technology Implementer

Print Name

Date

This page for Information Security and Privacy Office Use Only

Approved Denied More information requested

Chief Information Security Officer

Date

Comments (including Risk Weighting):