

Application to Establish Database Containing Confidential Information

Before filling out this form please familiarize yourself with the University's Policy on Information Security and the procedure for establishing a database containing confidential records. The University's Information Security Policy may be viewed at: <http://www.csub.edu/infosecurity/>

The Information Security Policy includes the following statement:

"If anyone on campus wishes to introduce a new server that contains confidential or personal information, that person should take his/her request to the appropriate Cabinet officer. If the Cabinet Officer approves, he/she will schedule a meeting with the Information Security Officer and the Assistant Vice President for Information Technology Services to discuss the need for a server and how information contained on the server will be safeguarded. The President will make the final decision about whether to approve the server."

Describe the business need for establishing the database:

Describe the type of information that will exist in this database:

Who will be responsible for authorizing access and removing access to these records:

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

President _____

Cabinet Officer _____

Copies of this document shall be kept by the office originating the request and also by the Information Security Officer and the Assistant Vice President for Information Technology Services.