

Authorization to Store Highly Sensitive Data - Request Form

**Workflow:**

1. Requestor, complete the following information.
2. Forward to Department Head or Chair for approval.
3. Department Head obtains approval from Chief Data Steward.
4. Chief Data Steward approves or denies request.
5. Chief Data Steward retains original and sends copies to Department Head, IT Security Office and Requestor.
6. Contact the ITU Support Center and request encryption.

**Requestor Name:**

I request approval to store highly sensitive data. I acknowledge my responsibility to treat these data with the utmost care and meet all of the requirements specified in George Mason University's Data Stewardship Policy, including the requirement to encrypt highly sensitive data or employ an approved protection control. I understand that authorization is granted for one year only and only on the approved device as detailed below. I understand that failure to comply with the policy will result in disciplinary action up to and including termination. Details of my request are below.

The highly sensitive data I am requesting to store include (add description):

The data storage medium or device I will use to store the highly sensitive data is (describe):

I recognize the data is highly sensitive and accept the risks of storage on the named medium or device. The business reasons for this requirement are (describe the business need in detail and include why alternative methods of accessing the data are not possible):

The following mitigating controls, including encryption, are in place (include the date the encryption program was installed. Contact IT Security Office for guidance if necessary):

Name:

Signature:

Department:

Date:

**Approval from Department Manager or Chair**

I confirm that approval of this request to store highly sensitive data is necessary to meet an essential business need of this department.

Name:

Signature:

Department:

Date:

**Chief Data Steward's Approval or Denial**

Date: \_\_\_\_\_ ( If approved, this authorization **expires one year** from this date.)

I hereby authorize the storage of (*Data to be stored*) **OR**  I hereby deny the storage of highly sensitive data

On ( *the Data storage medium or device* )

By (*Individual requesting to store data*)

Name:

Signature: