

## Application to Establish a Database Containing Confidential Information

**With this application, include a memorandum on campus letterhead briefly describing the need for establishing a database containing confidential data<sup>1</sup>, the business justification, and any impacts to the campus and/or department/entity. A campus risk assessment must be performed prior to approval.**

Before filling out this form please familiarize you with the CSU and University's Policy on Information Security and the procedure for establishing a database containing confidential records. The CSU and University's Information Security Policy may be viewed at:

<http://www.calstate.edu/icsuam/sections/8000/8065.0.shtml>

<http://www.csub.edu/its/about/security/infopolicy/index.html>

The Information Security Policies include the following statements:

“Critical or protected data must not be transferred to another individual or system without approval of the data owner. Before critical or protected data is transferred to a destination system, the data owner should establish agreements to ensure that authorized users implement appropriate security measures.”

“Computing systems that duplicate in their entirety, or in part, data found on information systems containing confidential information whether or not information stored is considered to be confidential and provides access to more than one person, must be identified and registered as a shadow system with the ISO.”

\*\*\*\*\***FORM**\*\*\*\*\*

Requestor First Name \_\_\_\_\_ Requestor Last Name \_\_\_\_\_

Requestor CSUB Identification Number (9 digit number) \_\_\_\_\_

Department/Entity Name \_\_\_\_\_

Describe the business need for the establishing the database:

Describe the type of information that will exist in this database (Specify type of confidential data, such as SSN, credit card, driver's license, medical information, student records etc.) :

Who will be responsible for authorizing access and removing access to these records (Print First and Last Name as well as Title)?

Last updated: August 31, 2015

Examples of Databases: Class rosters, address and telephone lists, any collection of related data; server that provides database services to other programs or computers

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

President \_\_\_\_\_ Date \_\_\_\_\_

Cabinet Officer \_\_\_\_\_ Date \_\_\_\_\_

Please make a copy of this document, and forward the original to Assistant Vice President for Information Technology Services.

Confidential Data <sup>1</sup>

CSU Information Security Data classification

[http://www.calstate.edu/icsuam/sections/8000/8065\\_FINAL\\_DRAFT\\_Data\\_Classification\\_CW\\_V4.pdf](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf)

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