



# SECURITY DATA REQUIREMENTS CHECKLIST

CSU FULLERTON REQUESTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ DEPARTMENT/UNIT \_\_\_\_\_

PRODUCT DESCRIPTION \_\_\_\_\_

PRODUCT USERS/USAGE \_\_\_\_\_

VENDOR NAME \_\_\_\_\_ REQUISITION NUMBER \_\_\_\_\_

ISO REVIEW DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Prior to the issuance of a contract, the IT Security Office must review requests involving any services requiring either access to or campus supplied CSU protected information. Since contracts and services can evolve over time, this checklist must be completed every contract revision or renewal to ensure we meet our obligations for securing data, systems, and networks. The completed checklist should be returned to the IT Security Office for review and signature. The IT Security Office will contact you with any questions related to this checklist. Once signed, the checklist will be forwarded to Contract and Procurement to proceed with the requisition.

- 1. Identification of cloud computing.** Check Yes (Y) or No (N) below to indicate any and all types of cloud services provided. If you answer yes to any of the rows in this section, download the Cloud Security Alliance CAIQ questions and submit them to the IT Security Office at [iso@fullerton.edu](mailto:iso@fullerton.edu). To avoid confusion or rework, contact [iso@Fullerton.edu](mailto:iso@Fullerton.edu) for guidance on completing the questions <https://cloudsecurityalliance.org/research/cai/>.

Circle Y or N	Types of Cloud Services	ISO Use Only
<input type="checkbox"/> Y or <input type="checkbox"/> N	The vendor will provide hardware (servers, desktops, etc.) that will reside in a 3 <sup>rd</sup> party datacenter, or Infrastructure as a Service (IaaS).	CSA STAR must be submitted by the IaaS vendor
<input type="checkbox"/> Y or <input type="checkbox"/> N	The vendor will provide and manage servers that will reside in a 3 <sup>rd</sup> party datacenter, or Platform as a Service (PaaS).	CSA STAR must be submitted by the PaaS vendor
<input type="checkbox"/> Y or <input type="checkbox"/> N	The vendor will provide software that will be stored on servers in a 3 <sup>rd</sup> party datacenter, or Software as a Service (SaaS).	CSA STAR must be submitted by the SaaS vendor
<input type="checkbox"/> Y or <input type="checkbox"/> N	Multiple Vendors will provide hardware, servers, and/or software that will be stored in a 3 <sup>rd</sup> party datacenter. (IaaS, PaaS, or SaaS)	CSA STAR must be submitted by <b>each</b> vendor
<input type="checkbox"/> Y or <input type="checkbox"/> N	The vendor services will allow documents/data to be stored in a computer that resides in a 3 <sup>rd</sup> party datacenter.	CSA STAR must be submitted by the vendor

2. **Identification of Protected Information.** Check Yes (Y) or No (N) below to indicate types of University personal information to be collected, shared, accessed/transmitted, or stored by subcontractor or subcontractor’s agent as part of the contract statement of work:

Circle Y or N	Protected Information	ISO Use Only
<input type="checkbox"/> Y or <input type="checkbox"/> N	Passwords or credentials.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	PINs (Personal Identification Numbers).	1, 2, 3, 3a, 3b,4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Private key (digital certificate)	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Name with Tax ID.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Name with driver’s license number, state identification card, and other forms of national or international identification.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Name with birth date combined with last four digits of SSN.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Name with bank account or debit card information with any required security code, access code, or password that would permit access to an individual's financial account.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<b>Name with personally identifiable information:</b>		
<input type="checkbox"/> Y or <input type="checkbox"/> N	Mother’s maiden name.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Employee net salary.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Employment history (including recruiting information).	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Biometric information.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Electronic or digitized signatures.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Names of parents or other family member.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Birthplace (city, state, country).	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Race and ethnicity.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Gender.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Marital status.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Personal characteristics.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Physical description.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Name with credit card payment to CSU FULLERTON merchant ID	1, 2, 3, 3a, 3b, 4, 5.1, 5.2, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Purchase of software to process name with credit card payment to CSU FULLERTON merchant ID	1, 2, 3, 3a, 3b, 4, 5.1, 5.3, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Name with ACH payment to CSU FULLERTON bank account	1, 2, 3, 3a, 3b, 4, 5.1, 5.4, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Medical records related to an individual (including disability information).	1, 2, 3, 3a, 3b, 4, 5.1, 5.5, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Psychological counseling records related to an individual	1, 2, 3, 3a, 3b, 4, 5.1, 5.5, 5.6, 6, 7, 8, 9
<b>Student name with personally identifiable educational records</b>		
<input type="checkbox"/> Y or <input type="checkbox"/> N	Birth date (full: mm-dd-yyyy).	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Birth date (partial: mm-dd only).	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Courses taken.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Schedule.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Test scores.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Financial aid received.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Advising records.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Educational services received.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Disciplinary actions.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Photograph.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Most recent educational agency or institution attended.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Participation in officially recognized activities and sports.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Weight and height of members of athletic team.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Grades	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	CSU FULLERTON identification number (CWID).	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Race and ethnicity.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9

Circle Y or N	Protected Information	ISO Use Only
<input type="checkbox"/> Y or <input type="checkbox"/> N	Gender.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Transcripts.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	E-mail addresses.	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Network or system vulnerability information	1, 2, 3, 3a, 3b, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Does the subcontractor or agent employ more than 100 employees, access more than 500 individual pieces of information (e.g. 500 names and SSN, credit cards, medical records, or any combination) or conduct full SAS70 (type II) audits?	

The California State University Information Security policies are the authoritative source for current definitions of protected information:

Classification Description:

### Level 1 - Confidential

Access, storage and transmissions of Level 1 Confidential information are subject to restrictions as described in CSU Asset Management Standards. Information may be classified as confidential based on criteria including but not limited to:

- a) Disclosure exemptions - Information maintained by the University that is exempt from disclosure under the provisions of the California Public Records Act or other applicable state or federal laws.
- b) Severe risk - Information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to the CSU, its students, employees, or customers. Financial loss, damage to the CSU's reputation, and legal action could occur.
- c) Limited use - Information intended solely for use within the CSU and limited to those with a "business need-to know."
- d) Legal Obligations - Information for which disclosure to persons outside of the University is governed by specific standards and controls designed to protect the information.

Examples of Level 1 – Confidential information include but are not limited to:

- Passwords or credentials that grant access to level 1 and level 2 data
- PINs (Personal Identification Numbers) • Birth date combined with last four digits of SSN and name
- Credit card numbers with cardholder name
- Tax ID with name • Driver's license number, state identification card, and other forms of national or international identification (such as passports, visas, etc.) in combination with name
- Social Security number and name
- Health insurance information
- Medical records related to an individual
- Psychological Counseling records related to an individual
- Bank account or debit card information in combination with any required security code, access code, or password that would permit access to an individual's financial account
- Biometric information
- Electronic or digitized signatures
- Private key (digital certificate)
- Law enforcement personnel records
- Criminal background check results

## Classification Description: Level 2 – Internal Use

Access, storage and transmissions of Level 2 - Internal Use information are subject to restrictions as described in CSU Asset Management Standard.

Information may be classified as “internal use” based on criteria including but not limited to:

- a) Sensitivity - Information which must be protected due to proprietary, ethical, contractual or privacy considerations.
- b) Moderate risk - Information which may not be specifically protected by statute, regulations, or other legal obligations or mandates but for which unauthorized use, access, disclosure, acquisition, modification, loss, or deletion of could cause financial loss, damage to the CSU’s reputation, violate an individual’s privacy rights, or make legal action necessary.

Examples of Level 2 – Internal Use information include but are not limited to:

- Identity Validation Keys (name with)
  - Birth date (full: mm-dd-yy)
  - Birth date (partial: mm-dd only)
- Photo (taken for identification purposes)
- Student Information-Educational Records not defined as “directory” information, typically:
  - Grades - Courses taken - Schedule
  - Test Scores
  - Advising records
  - Educational services received
  - Disciplinary actions
  - Student photo
- Library circulation information.
- Trade secrets or intellectual property such as research activities
- Location of critical or protected assets
- Licensed software
- Vulnerability/security information related to a campus or system
- Campus attorney-client communications
- Employee Information
  - Employee net salary
  - Home address
  - Personal telephone numbers
  - Personal email address
  - Payment History
  - Employee evaluations
  - Pre-employment background investigations
  - Mother’s maiden name - Race and ethnicity
  - Parents’ and other family members’ names
  - Birthplace (City, State, Country)
  - Gender - Marital Status
  - Physical description
  - Other

CSU Data Classification Standard:

[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)