Institutional Data Security Form

Complete all fields. Attach supporting documents (e.g., data field spreadsheet, IRB approval) as needed.

REQUESTER INFORMATION

Name: _____ Date: _____

Unit or Department: _____ Email: _____

PROJECT DETAILS

1. Description of the project (scope and purpose)

2. Business Justification

3. Has the department Chair reviewed and approved the request?

○ Yes ○ No

4. Type of data being requested: Level 1, Level 2 or Level 3

Refer to the CSUF data classification guidance:

https://www.fullerton.edu/it/services/iso/cyber-safety/secure-data-transfers.html

☐ Level 1 ☐ Level 2 ☐ Level 3

5. Specify all data fields requested (e.g., student GPA, email address, major, ethnicity, SSN, CWID, etc.)

Attach a spreadsheet if necessary.

6. Time period for requested data (e.g., Spring 2020 – Fall 2026)

DATA ACCESS & HANDLING

7. Who will have access to requested data?

8. Have the people with access to requested data acknowledged that CSU policy prohibits storing sensitive data on any external device such as USB hard disks and flash drives?

Yes No

9. Will the requested data be shared with anyone outside CSUF?

Yes No If yes, specify:

10. Where will people access the data? (e.g., from office only, campus, internet)

11. Have the people completed the FERPA training and the annual Data Security and Privacy training?

Yes No

12. What computer operating systems (Windows, OSX) and software (web browser, Excel, SPSS, etc.) will be used to access the data?

INFRASTRUCTURE & RETENTION

13. Any workstations or servers required?

Yes No If yes, specify:

14. Will the requested data only be stored on CSUF workstations/servers and not on any laptops?

Yes No

15. Duration of the project

Duration:

16. Will the requested data be purged from all your systems?

Yes No Planned purge date:

17. Please provide IRB to analyst if completed (optional)

IRB protocol # / status: