

SECURITY DATA REQUIREMENTS CHECKLIST JULY 21, 2015 (Procurement Protected Information)

SDSU MANAGER NAME _____ PHONE _____ EMAIL _____

DEPARTMENT/UNIT _____ PRODUCT NAME _____

PRODUCT USERS _____

PRODUCT USAGE DESCRIPTION:

VENDOR NAME _____ REQUISITION NUMBER _____

MANAGER SIGNATURE _____ DATE _____

ISO REVIEW SIGNATURE _____ DATE _____

Prior contract issuance, the IT Security Office must review requests involving cloud computing and information access. 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 sent to the Information Security Officer (ISO) for review and signature. Once signed, the ISO will forward the signed checklist to the requesting manager to submit 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.

CHECK Y or N	Types of Cloud Services	Procurement 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 rd 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 rd 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 executed on servers in a 3 rd party datacenter, or Software as a Service (SaaS). SaaS URL Address: _____	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 rd party datacenter. (IaaS, PaaS, or SaaS)	CSA STAR must be submitted by each 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 rd 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 San Diego State University personal information to be collected, shared, accessed/transmitted, or stored:

CHECK Y or N	Protected Information	Procurement Use Only
<input type="checkbox"/> Y or <input type="checkbox"/> N	Passwords or credentials.	1, 2, 3, 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, 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, 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, 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, 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, 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, 4, 5.1, 5.6, 6, 7, 8, 9

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CHECK Y or N	Protected Information	Procurement Use Only
Employee name with personally identifiable information:		
<input type="checkbox"/> Y or <input type="checkbox"/> N	Mother's maiden name.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Employee net salary.	1, 2, 3, 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, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Biometric information.	1, 2, 3, 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, 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, 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, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Race and ethnicity.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Gender.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Marital status.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Personal characteristics.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Physical description.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Name with credit card payment to SDSU merchant ID	1, 2, 3, 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 SDSU merchant ID	1, 2, 3, 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 SDSU bank account	1, 2, 3, 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, 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, 4, 5.1, 5.5, 5.6, 6, 7, 8, 9
Student name with personally identifiable educational records		
<input type="checkbox"/> Y or <input type="checkbox"/> N	Birth date (full: mm-dd-yyyy).	1, 2, 3, 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, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Courses taken.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Schedule.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Test scores.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Financial aid received.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Advising records.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Educational services received.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Disciplinary actions.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Photograph.	1, 2, 3, 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, 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, 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, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Grades	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	SDSU identification number (RedID).	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Race and ethnicity.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Gender.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	Transcripts.	1, 2, 3, 4, 5.1, 5.6, 6, 7, 8, 9
<input type="checkbox"/> Y or <input type="checkbox"/> N	E-mail addresses.	1, 2, 3, 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, 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?	

SECURITY DATA REQUIREMENTS CHECKLIST July 21, 2015 (Procurement Protected Information)

Protected information is defined in the University Information Security Plan. As of this date the definitions are:

Section 3.6.1.1 Protected Level 1 information is information primarily protected by statutes, regulation, other legal obligation, or mandate. The CSU has identified standards regarding the disclosure of this type of information to parties outside the University and controls needed to protect the unauthorized access, modification, transmission, storage, or other use. Included in this level are:

- Passwords or credentials.
- PINs (Personal Identification Numbers).
- Private key (digital certificate).
- Name with credit card number.¹
- Name with Tax ID.
- Name with government issued document numbers such as driver's license number, passport number, identification card number, immigration visa number, immigration card number, etc.
- Name with birth date combined with last four digits of SSN.
- Medical records related to an individual (including disability information).
- Psychological counseling records related to an individual.
- 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.
- Name with personally identifiable information:
 - Mother's maiden name.
 - Employee net salary.
 - Employment history (including recruiting information).
 - Biometric information.
 - Electronic or digitized signatures.
 - Names of parents or other family member.
 - Birthplace (city, state, country).
 - Race and ethnicity.
 - Gender.
 - Marital status.
 - Personal characteristics.
 - Physical description.

Section 3.1.1.2 Protected Level 2 information must be guarded due to proprietary, ethical, or privacy considerations. The final authorities for approving departmental procedures for the use, storage, and dissemination of Protected Level 2 information are listed in Table 3-2. University standards will indicate the controls needed to protect the unauthorized access, modification, transmission, storage, or other use of:

- Student name with personally identifiable educational records:²
 - Birth date (full: mm-dd-yyyy).
 - Birth date (partial: mm-dd only).
 - Courses taken.
 - Schedule.
 - Test scores.

¹ Credit card number with expiration date and/or card verification code is also considered protected information.

² Media for educational records may include written documents (including student advising folders), computer media, microfilm and microfiche, video or audio tapes or CDs, film, or photographs.

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- Financial aid received.
 - Advising records.
 - Educational services received.
 - Disciplinary actions.
 - Photograph.
 - Most recent educational agency or institution attended.
 - Participation in officially recognized activities and sports.
 - Weight and height of members of athletic team.
 - Grades.³
 - SDSU identification number (RedID).³
 - Race and ethnicity.³
 - Gender.³
 - Transcripts.³
 - E-mail addresses.³
- Employee name with personally identifiable employee information:
- Birth date (full: mm-dd-yyyy).
 - Birth date (partial: mm-dd only).
 - Emergency contact information (name, home address, phone, cell phone, pager).
 - Personal vehicle information.
 - Personal e-mail address.
 - Names of parents or other family members.
 - Payment history.
 - Employee evaluations.
 - Background investigations.
 - Photograph (voluntary for public display).
- Other:
- Legal investigations conducted by the University.
 - Sealed bids.
 - Trade secrets or intellectual property such as research activities.
 - Location of highly sensitive or critical assets (e.g., safes, check stocks, etc.).
 - Library circulation information.
 - Vulnerability or incident information.

The University Information Security Plan is the authoritative source for current definitions of protected information:

<http://security.sdsu.edu/iso/secplan.htm>

³ Considered directory information by FERPA but considered non-directory information by SDSU for SDSU student employees.