

## Protected Information process checklist (section 3.1.1 & 3.9.1)

### DT/LT/Mobile Device Security #7

May 4, 2011

The left column indicates whether the standard is listed in the Information Security Plan as a **Must** or **Should**. A justification must be written for any standard not followed in the department procedures. The justification must be approved by the IT Manager for items listed as a **Should** and also reviewed with the IT Security Office if the item was listed as a **Must**. The IT manager must review, sign and date, all exceptions every six months to indicate that the exception is still necessary.

| M/S | Item   | Y/N |
|-----|--|-----|
| S   | 1. Not stored on SDSU laptops or desktops.   |     |
| M   | 2. Not stored on personal computers.   |     |
| M   | 3. Approval from the appropriate Finance Office prior to storing PAN information on SDSU systems (PAN is credit card number consisting of more than first six and last four digits):<br>a. University Controller's Office<br>b. Associated Students Controller<br>c. SDSU Research Foundation Director of Finance & Accounting<br>d. Aztec Shops Controller<br>e. Campanile Foundation CFO |     |
| M   | 4. Exceptions must have Dean, Vice-President, or executive level approval  |     |