Security :: Forms

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Security:: Forms

Because of the sensitivity and legal requirements surrounding confidential data and other information processing and storage activities, implementing security policies involves a number of different forms. For your convenience, we've assembled the relevant forms here so you can access them all from one place:

Accounts & Access

- CMS Access Request form (ARF) [1]
- ITS Account Request [2]
- Password Group Setup form (Aging) [3]

Controlled IT Spaces - Data Center

- Controlled IT Spaces Access Authorization [4]
- Controlled IT Spaces Access Control List [5]
- Controlled IT Spaces Visitor Log [6]
- Data Center Security Training Check-off [7]

Employment

• Confidentiality Agreements can be found on the HSU Forms [8] site

Post-hiring

Manager's Digital Resources Checklist for Separating Employees [9]

Network Services

- <u>Firewall Request (IFD)</u> [10] (requires HSU authentication)
- DHCP Request [11]
- SSL Server Certificate Request [12] (access code required call (707) 826-6125)

Personally Identifiable Information (PII) Discovery

- PII Registration [13]
- PII Follow-up Re-scan [14]
- Level 1 & Level 2 Data Storage Authorization [13]
- HSU PGP Encryption Worksheet [15]
- HSU Procedure: Encryption Support Instructions [16]

Security Incident Reporting

- Security Incident Response (short form [17])
- Security Incident Response (long form [18])

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Secure eWaste Destruction & Surplus Property

- Property Management Transaction (Surplus) [19] (PDF)
- Secure eWaste Collection and Chain of Custody [20] (PDF)
- Secure eWaste Box Label -- to affix to top of box for destruction [21] (Word.doc)
- <u>"Certified Wiped Media" sheet of labels</u> [22] (PDF) (use Avery Address Labels Laser #5160)

Third Party Access

- Non-Disclosure Agreement (independent contractor/sponsored programs) [23]
- Security Data Requirements Checklist [24]
- High Security Data Requirements [25]
- Low Security Data Requirements [26]

Related Topics

Tools & Resources [27], Security [28]

Source URL: http://www.humboldt.edu/its/security-forms

Links:

- [1] https://humboldt.edu/forms/node/44
- [2] http://www.humboldt.edu/its/forms-accountrequestform
- [3] http://humboldt.edu/forms/sites/forms/files/Group%20Password%20Aging%20Form%20and%20Procedure.pdf
- [4] http://humboldt.edu/forms/sites/forms/files/003C-Controlled-IT-Spaces-Access-Auth-Form.pdf
- [5] http://humboldt.edu/forms/node/472
- [6] http://humboldt.edu/forms/sites/forms/files/003G-Controlled-IT-Spaces-Visitor-Log.pdf
- [7] http://humboldt.edu/forms/node/485
- [8] http://humboldt.edu/forms/
- [9] http://humboldt.edu/forms/sites/forms/files/Separating%20Employee%20Checklist%20for%20Digital %20Resources.pdf
- [10] https://tns.humboldt.edu/itc/main.php
- [11] http://humboldt.edu/tns/pdf/dhcpform2.pdf
- [12] https://cert-manager.com/customer/InCommon/ssl?action=enroll
- [13] http://www.humboldt.edu/its/sites/its/files/docs/PII-authorization-form.pdf
- [14] http://humboldt.edu/forms/node/482
- [15] https://www3.humboldt.edu/iso/PGP-Encryp-Wksht-12-21-12.pdf
- [16] https://www3.humboldt.edu/iso/encrypt HSU data proc.pdf
- [17] http://humboldt.edu/forms/node/484
- [18] http://humboldt.edu/forms/node/483
- [19] http://humboldt.edu/forms/sites/forms/files/property management transaction.pdf
- [20] http://humboldt.edu/forms/sites/forms/files/secure e-waste form.pdf
- [21] http://www.humboldt.edu/its/sites/its/files/images/security/Ewaste%20tag%20for%20box-users.doc
- [22] http://humboldt.edu/forms/sites/forms/files/CERTIFIED%20WIPE%20MEDIA%20LABEL.pdf
- $[23] \ http://humboldt.edu/forms/sites/forms/files/Fillable\%20-\%20Independent\%20Contractor\%20Agreement.pdf$

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- [24] http://www.humboldt.edu/its/sites/its/files/images/security/HSU-Checklist-FINAL.pdf
- [25] http://www.humboldt.edu/its/sites/its/files/images/security/HIGH-OPT-FINAL.pdf
- [26] http://www.humboldt.edu/its/sites/its/files/images/security/LOW-OPT-FINAL.pdf
- [27] http://www.humboldt.edu/its/category/quicklinks/tools-resources
- [28] http://www.humboldt.edu/its/category/quicklinks/security