

ATTACHMENT A

Request Form for Exception to Encryption of Electronically Stored Personal Information

In order to request an exception to encryption of electronically stored Personal Information, this form must be completed. Contact your ITCC for assistance. UCLA Policy 404, Encryption of Electronically Stored Personal Information, describes under what circumstances a request for an exception to encryption may be considered for approval. It is recommended that this Policy be read *before* completing this form.

A. REQUESTOR NAME, TITLE AND DEPARTMENT/UNIT

B. BASIS FOR EXCEPTION REQUEST

Attach a detailed explanation of the circumstances for which an exception is deemed necessary. Include proposed controls in place of encryption to be used to protect electronically stored Personal Information. Consult with the Organization's IT Compliance Coordinator for assistance.

C. SIGNATURE OF CAMPUS OFFICIALS

Does the Requestor's Organization Head recommend approval?

☐ Yes ☐ No

Signature and Title of Organization Head

Date: _____

Does the Information Security Officer recommend approval?

☐ Yes ☐ No

Signature of Information Security Officer – check appropriate box:

☐ Campus ☐ Health System and School of Medicine

Date: _____

Does the Privacy Officer recommend approval?

☐ Yes ☐ No

Signature of Privacy Officer – check appropriate box:

☐ Campus ☐ Health System and School of Medicine

Date: _____

Is the requested exception to encryption of electronically stored Personal Information authorized?

☐ Yes ☐ No

Signature of UCLA Authorizing Official (see Policy 404, IV.) – check appropriate box:

☐ Administrative Vice Chancellor

☐ Chancellor

☐ Vice Chancellor, Health Sciences/Dean, School of Medicine

☐ Executive Vice Chancellor and Provost

Date: _____

D. COMPLETED FORM ROUTING

The completed form should be returned to the Requestor named above.

A copy of the completed form must be sent to the Chief Information Security Officer, IT Services, 3327 Murphy Hall, 143401 (90095-1434). Do not include attachments from Section B with this copy.