

Workstation Encryption Exception Request

In order to protect private university information, all computers have encryption software put in place to safeguard our information from unauthorized individuals. If you require the encryption software to be removed, please complete this application form, sign it to confirm that you have read and accept the conditions and then forward to your manager for approval.

New York State defines Private information (PI) as any personal information concerning a natural person combined with one or more of the following data elements: Social Security number (SSN), driver's license number, account number, or credit or debit card number in combination with any required security code. These combinations of information are often used in identity theft.

**WARNING: Computers without encryption pose a level of security risk.
Users should take extreme care not to access, store or transmit private information.**

To be completed by the applicant	
Name:	Department:
Telephone Number:	Manager:
Computer Name:	Is the computer used by more than one person? <input type="checkbox"/> Yes <input type="checkbox"/> No
Computer Location:	
IMPORTANT – PLEASE READ BEFORE SIGNING	
<ol style="list-style-type: none">1. Encryption safeguards information stored on a computer making it difficult for unauthorized parties to access data.2. You must confirm that you do not access, store or transmit private information.3. Identity Finder must be installed at all times. Identity Finder must be installed at all times and all scheduled Identity Finder scans must be completed. Scan results must be dealt with by the user by choosing “shred” or “ignore”. For scan results where “ignore” is chosen, the user is certifying that these items do not contain Private Information.4. TIS reserves the right to reinstall encryption software if the Identity Finder report does not confirm that your computer is free of private information, or if the Identity Finder scans are not completed.5. Laptops must be encrypted. Only desktops are eligible for decryption.6. Computers will be checked to make sure they follow all applicable standards prior to decryption.7. Contact us if your situation changes and you later need encryption.8. By signing this form, you take full responsibility for the safekeeping of information on your computer. You agree to not store or access private information. You will be held responsible in the event of a loss.	
Applicant: I apply for an encryption exception having read, understood and agreed to the above: _____ (Date) _____ (Please Print) _____ (Sign)	
To be completed by Head of Department: I request granting of an encryption exception to the above named member of staff on the basis outlined above: _____ (Date) _____ (Please Print) _____ (Sign)	
To be completed by VP/Dean or Designee: I approve granting of an encryption exception to the above named member of staff on the basis outlined above: _____ (Date) _____ (Please Print) _____ (Sign)	