

Name of Software:

Link to Software Website:

Describe the main use(s) of this software and the type of data involved:

Will this software be installed locally at UCI, hosted in the cloud, or a combination of both?

Locally     In the Cloud     Both

Is this a new software purchase, or a renewal?

New     Renewal

SECURITY	Yes	Unsure	No	Notes
Will the Supplier have <b>access to any UC resources</b> (e.g., data, network, systems)?				
Could the misuse of this software directly cause <b>harm to life or property</b> ?				
Will the software be used to process <b>payments</b> of any kind?				
Will this software be used to collect, store, access or transmit data related to any of the following?				
<ul style="list-style-type: none"> <li><b>Data governed by a research contract or grant</b> (e.g., CUI, CDI, CTI, EAR, ITAR, IRB requirements)</li> </ul>				
<ul style="list-style-type: none"> <li><b>Sensitive identifiable human subject research</b></li> </ul>				
<ul style="list-style-type: none"> <li><b>Financial information</b> (e.g., student loan/financial aid, accounting payroll)</li> </ul>				
<ul style="list-style-type: none"> <li><b>Human resource information</b> (e.g., staff, faculty, student worker personnel)</li> </ul>				
<ul style="list-style-type: none"> <li><b>Personally identifiable information (PII)</b> (e.g., full name, email address, date of birth, social security number, home address, telephone number)</li> </ul>				
<ul style="list-style-type: none"> <li><b>Protected health information</b> (i.e., subject to HIPAA or Data Use Agreements)</li> </ul>				
<ul style="list-style-type: none"> <li>Other <b>sensitive medical information</b> (e.g., disability or genetic information)</li> </ul>				
<ul style="list-style-type: none"> <li><b>Student education records</b></li> </ul>				
<ul style="list-style-type: none"> <li>Data related to <b>European residents</b> (does not apply to British residents)</li> </ul>				
<ul style="list-style-type: none"> <li>Other data classified as Protection level 3 (<b>P3</b>) or 4 (<b>P4</b>)</li> </ul>				
ACCESSIBILITY	Yes	Unsure	No	Instructions
To the best of your knowledge, is this software, or a previous version of it, <b>already in use</b> on campus?				<b>IF YES</b> - Stop here. An accessibility review is <b>NOT</b> needed. <b>IF NO/UNSURE</b> - proceed to next question.
Will the software be used by people <b>outside your Unit</b> ?				<b>IF YES/UNSURE</b> - Stop here. An accessibility review <b>IS</b> needed. Contact <a href="mailto:it-accessibility-review@uci.edu">it-accessibility-review@uci.edu</a> <b>IF NO</b> - proceed to next question.
Is there an <b>alternative way to perform the task</b> if the software cannot be used due to a disability?				<b>IF YES</b> - An accessibility review is NOT needed. <b>IF NO/UNSURE</b> - An accessibility review <b>IS</b> needed. Contact <a href="mailto:it-accessibility-review@uci.edu">it-accessibility-review@uci.edu</a> .

Name of Requester

Email Address

Department/Unit

Date

## Frequently Asked Questions

### Security

#### **Why do I need to submit this form? How does this process work?**

Evaluating Supplier risk is required by our system-wide Electronic Information Security Policy ([IS-3](#)) and important for maintaining coverage under our cyber risk insurance policy. Completing this form allows us to manage risk. By sharing the types of UCI Institutional Information and/or Information Resources that Suppliers have access to, UCI is able to put the right, risk-informed, protections in place. For more information about the process, links to relevant forms, and estimated timelines, please visit [this page](#).

#### **What are some [examples](#) of ‘other P3 and P4 data’?**

P3 Data Examples	P4 Data Examples
<ul style="list-style-type: none"><li>▪ Animal research protocols</li><li>▪ Attorney-Client privileged information</li><li>▪ Building entry records from automated key-card systems</li><li>▪ Certain types of federal data (pre-CUI)</li><li>▪ Export controlled research (ITAR, EAR)</li><li>▪ IT Security information, exception request and system security plans</li><li>▪ Security</li><li>▪ UC Personnel records</li><li>▪ Student education records</li><li>▪ Security camera recordings, body-worn video</li></ul>	<ul style="list-style-type: none"><li>▪ HIPAA data or PHI (protected health information), identifiable genetic information</li><li>▪ Credit cardholder information, social security #s</li><li>▪ Disability information</li><li>▪ Financial aid information, student loans</li><li>▪ Financial accounting, payroll information</li><li>▪ Human subject research data w/ individual identifiers</li><li>▪ Private encryption keys, passwords, PINs, etc.</li><li>▪ Research information classified as P4 by an IRB</li><li>▪ Personally identification information (PII)</li><li>▪ Information with contractual requirements for P4-level protection.</li></ul>

### Accessibility

#### **To the best of your knowledge, is this software – or a previous version of it – already in use on campus?**

If you know that others on campus are already successfully using this software (i.e., this is simply another copy of Microsoft Office), the risk is minimal.

#### **Will the software be used by people outside my Unit?**

If you are purchasing the software/service for those in your immediate unit (i.e., they are members of your research team, or work in your department) you are more likely to know about any existing accessibility needs for your users. If, on the other hand, you’re purchasing this software for folks outside of your unit/your sphere of knowledge, we can help evaluate the risk involved in purchasing for this group.

#### **Is there an alternative way to perform the task if the software cannot be used due to a disability?**

Can you offer a reasonable workaround (called an accommodation) through which a user can do the work instead? NOTE: If you cannot think of an alternate way, it does not disqualify the purchase, it simply means we need to fully understand the intended user base.