Privacy consists of appropriate protection, use, and release of information about individuals.

Risk Services addresses the University’s need to prevent unauthorized access, use, modification, or disclosure of information, including the information that identifies the holder as the owner of such information. Risk Services helps with the execution of the agreement.

Campus Counsel advises on legal issues. The Privacy Office if personal records and identifiable information, then the Privacy Office has interest in the safeguards and reviews the supplier information accordingly.

Central Procurement prepares an agreement consistent with OIT Security’s recommendations in the Risk Management Plan, as well as other required documentation (Small Business First, Uniform Guidance, Federal Funds). The department purchasing contact submits the completed Supplier Security Review Questionnaire to procurementreviews@uci.edu. OIT Security will respond with a finding of YES or NO. If CPO does not recommend the purchase and the supplier that can provide the service, then follow the exception approval process (Go to Step W).

Exhibit 1 filled out). If OIT Security determines a full review is needed, the department purchasing contact must contact Central Procurement for escalated review and send a form. As part of the exception approval process, each subject matter area (OIT Security, Privacy Office, Risk Services, and Campus Counsel) provides their feedback and recommendation on a form. The purchase goes through the exception approval process.

If an OIT Supplier Security Review is needed, the department purchasing contact submits a KFS requisition/PO to the Central Procurement. The unit determines if the supplier agrees to UC insurance, UC confidentiality, UC compliance, UC data or systems or not limited to, competitive bidding, data security, privacy, and insurance requirements. The unit determines if the supplier will not have access to UCI data or systems or not collect data on UCI’s behalf. The department does not need to submit an OIT Supplier Security Review. However, the department needs to address, and includes recommendations for including OIT Security, Privacy Office if personal records and identifiable information, then the Privacy Office has interest in the safeguards and reviews the supplier information accordingly.

If the supplier will not have access to UCI data or systems or not collect data on UCI’s behalf, the department must attach OIT documentation, order form, agreement, etc.). In addition, the department must identify a different supplier. If KFS requisition/PO is needed, the purchasing contact submits a KFS requisition/PO to the Central Procurement. The department proceeds to obtain quotes. Keep an eye on the supplier’s terms and conditions in case there are exceptions. Does OIT Security Risk determine UCI data or systems? If yes, the department proceeds to obtain quotes. Keep an eye on the supplier’s terms and conditions in case there are exceptions. If OIT Security Risk does not determine UCI data or systems, then go to step U.

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For the department to try and obtain the missing documentations (Small Business First, Uniform Guidance, Federal Funds required back documentations). The purchase is disapproved and the department looks for a different supplier.

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