

## Security Exception Request Form

*(All security exception requests are reported to the President as required by UTS 165)*

| Requestor Information |  |        |  |
|-----------------------|--|--------|--|
| Name:                 |  | Phone: |  |
| Department:           |  | Email: |  |

| Exception Details                                 |   |
|---|---|
| Standard/Policy affected:                         |   |
| System(s) needing exception:                      |   |
| Description of non-compliance:                    |   |
| Risk involved with non-compliance:                |   |
| Plan for managing risk:                           |   |
| Anticipated Duration for the Exception (1yr max): | FROM: <input style="width: 40%;" type="text"/> TO: <input style="width: 40%;" type="text"/> |
| <i>Please include supporting documents</i>        |   |

| Approvals (REQUIRED)  |            |           |      |
|-----------------------|------------|-----------|------|
|                       | Print Name | Signature | Date |
| Requestor Supervisor  |            |           |      |
| Asset Project Manager |            |           |      |
| Data Owner            |            |           |      |

| For Information Security Office Use Only |  |                                       |                                       |           |   |
|--|--|---------------------------------------|---------------------------------------|-----------|---|
| Date:                                    |  | Approved:<br><input type="checkbox"/> | Rejected:<br><input type="checkbox"/> |           |   |
| Exception #:                             |  | ISO Signature:                        |                                       | Comments: | <b>Notification</b><br>1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/><br><b>Informed - User Would Not Respond</b><br><input type="checkbox"/> |

Additional Information:

**Confidential**

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