Security Policy and Risk Exception Request Form

Review the "Security Policy and Risk Exception Process". Please use as much space as required to complete the following information. The completer and more comprehensive your reason for exemption and implementation of mitigation controls, the better your case for an exception.

Complete this form and return via email to informationsecurity@mdc.edu

REQUESTOR CONTACT INFORMATION

Requester's Name:
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Phone Number:	**Request Date:**
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Email:	**Requested Exception due Date:**
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College Department:	**College Campus:**
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EXCEPTION DETAILS

Security Policy: Enter the specific security policy, standard, procedure or security control that this request addresses.

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Exception Description:

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Business Justification:

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Business Impact: Describe the impact to business services in the event this request is denied.

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Data at Risk: Is there any restricted or sensitive data such as PHI, PII or PCI that is part of this exception request?

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Compensating Controls: Describe any compensating controls implemented (or to be implemented) to mitigate against data loss or exposure, and the risk management rationale that is used. Provide technical details, such as encryption method, as applicable. Indicate whether are already in place or planned. If planned, when will it be fully in place.

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DNS Name of Machines involved on this request: Provide the DNS name (FQDN) and IP address of each machine (physical or virtual) that comprise the information system related to this request.

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APPROVALS

[1] Requester – **System/Process Owner**	*I am the system/process owner and request the exception.*
	✏️
	Name / Signature / Date

[2] VP/Director of **System/Process Owner**	*I am the Supervisor of the requester and authorize the request. I understand the risks documented in the form and I accept responsibility for the risks associated with this exception and its consequences. I also understand that this exception may be revoked by the Chief Information Security Officer or designee, I understand that exceptions are only valid for up to a year period or less. At the time of expiration, a new request for exception must be submitted.*
	✏️
	Name / Signature / Date

[3] CISO – **Information Security**	*I authorize the above exception be allowed.*
	✏️
	Name / Signature / Date