November 9, 2015

MEMORANDUM

TO: Business Services Listserv

FROM: Brian Rivers, Associate CIO for University Information Security
              Michael Lucas, Chief Technology Officer
              Pam Burkhart, Director of Finance and Business Services, EITS

RE: Computer Equipment, Software, and Services (CESS) Changes Effective
              November 16, 2015

Effective November 16, 2015, the University's CESS guidelines and approval process are changing. These updates are in response to the University and the University System of Georgia's increased focus on information security and risk management.

Key Changes:

- CESS approval will be required, regardless of cost or funding source, if either of the two following criteria are met:

  o Any IT purchase which may process, store, or transmit Restricted Data or grant 3rd parties access to Sensitive Data or Restricted Data such as cloud storage of FERPA records.

    - Desktops, Scanners, Smartphones, Servers, or Network Routers that process, store, or transmit Restricted Data will require a CESS.
    - Desktops, Scanners, Smartphones, Servers, or Network Routers that process, store, or transmit Sensitive Data do not require a CESS.
    - 3rd party systems or services that may provide access to Sensitive Data or Restricted Data such as cloud storage will require a CESS.

  o Any technology which does not fully meet UGA or USG policies or standards regarding

    - wireless networks,
    - information security policies,
    - high bandwidth consumption, or
    - requires an undue performance burden on UGA IT resources.

- The CESS review and approval process may take up to 7 business days. This could be longer if security concerns need to be addressed to mitigate any high risk factors identified. Units are encouraged to engage EITS in the project planning stages to help facilitate the CESS review process.

- The CESS request workflow progress can be viewed in UGAmart.

The details regarding these changes are also available online at:
http://eits.uga.edu/hardware_and_software/cess.

If you have any questions about the CESS changes, please contact Pam Burkhart at pamburk@uga.edu or 706-542-9603.

    cc: Dr. Timothy M. Chester, Vice President for Information Technology
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    Chad Cleveland, Controller
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