

Software & Information Technology Services Approval Policy

I. POLICY STATEMENT

Review and approval of software or information technology services purchases or renewals is required to ensure they meet regulatory statutes and best practices.

II. POLICY PRINCIPLES

The review will include the American with Disabilities Act, various other compliance requirements (HIPAA, FERPA, etc.) and best practices to protect the confidentiality, integrity and availability of information by providing appropriate information security controls.

An approval process has been established which ensures the proper review by the Office of Accessibility, the Information Security Office, the Division of Institutional Compliance & Privacy Office, the Office of Cash Management and the Office of Information Technology (Vetting Group).

These procedures apply to all university purchases of information technology software and services at Auburn University. This includes hardware which has a software component that processes or stores personally identifiable information (“PII”).

Involving the Vetting Group at the earliest possible time will ensure that projects will be fully vetted prior to decisions about software.

It is preferred that the purchaser involve the Vetting Group prior to the creation and dissemination of any request for proposal (“RFP”) for software or services.

This policy applies regardless of the means of acquiring software such as purchasing card, requisition, or gift.

This policy is in support of the Auburn University Electronic and Information Technology Accessibility Policy, Section: Procurement of Accessible Technology.

This vetting process evaluates the controls available from the vendor, but now how the controls are implemented by Auburn University. To the end, security implementation assistance is available from the Information Security Office. When deemed appropriate by the Information Security Office, a security controls review may also be required before the system is moved to production.

The office of the CIO maintains a list of hardware, software and IT services which has been vetted and software available for download.

III. EFFECTIVE DATE

November 10, 2017

IV. APPLICABILITY

This policy applies to all Auburn University employees, students, and agents.

V. POLICY MANAGEMENT

Responsible Office: The Office of the CIO, the CFO, and the Division of Institutional Compliance & Privacy Office

Responsible Executive: Auburn University Provost

Responsible Officer: Chief Information Officer (CIO)

VI. DEFINITIONS

N/A

VII. POLICY PROCEDURES

The process begins by submitting an internal product questionnaire to OIT (AUSOFTWARE). This document will provide background communication to the Vetting Group.

During the initial stages of researching and selecting new technologies, the Vetting Group is available to assist departments and units by working with vendors.

All software and IT services RFPs should request vendors complete the appropriate Auburn University Questionnaire (e.g. Information Security Questionnaire, PCI Questionnaire, and Product Accessibility Questionnaire).

VIII. SANCTIONS

Deliberate violation of this policy by employees may subject them to disciplinary action, up to and including dismissal.

Software purchased without this review may be removed from Auburn University computers or access restricted.

IX. EXCLUSIONS

None

X. INTERPRETATION

The Office of the CIO