uOttawa

UNIVERSITY OF OTTAWA

Information Technology Security Assessment

1. Identification		
Last Name	First name	Telephone
Faculty/Service	Building	Room number
Email address		

2. Are vendors involved in the maintenance or operations of the data or system? If yes, provide:		
Vendor's Last Name	Vendor's First Name	Vendor's Company
Telephone	Email address	
Hosting environment	Application URL if applicable	

3. Background information (Select all that are applicable)
Personally Identifiable Information (PII)   ▪ Full names of people   ▪ Social Insurance Numbers (SIN)   ▪ Dates of birth (DOB) of people   ▪ Passport or visa numbers   ▪ Driver's license numbers
Financial Information   ▪ Account numbers   ▪ Credit numbers   ▪ Debit numbers
Protected Health Information (PHI)   ▪ Names   ▪ Locations   ▪ Dates directly related to an individual (e.g. discharge dates, date of death, admission date)   ▪ Telephone, fax numbers or email addresses

	- Medical record numbers - Health insurance ID numbers or plan beneficiaries - Vehicle registration numbers - Device numbers or serial numbers - URL or IP addresses - Biometric identifiers such as finer and voice prints - Full face photos - Any other unique identifiers
Student data - Demographics - Grades	
Employee documents - Personnel files - Salary - Benefits	
uOttawa ID numbers - Student numbers - Employee numbers	
Financial donor information	
Research data	
Other, please specify	

4. For new projects
Provide a project description
Project purpose
Purpose for which data is being used
Identify the data users

▪ Identify the data source
▪ Identify data owners
▪ Identify data custodians
▪ Identify legal obligations regarding the data (e.g. contractual or regulatory)

5. High-level description of data flow
▪ Identify system components with protocols, ports, IP addresses, and physical locations
▪ Identify all methods of user access to the system
▪ Identify any connections for which the system shares moderate-to-high risk data with another system
▪ Identify collaborators, vendors, technical support and third parties who will be accessing any moderate-to-high risk data; *(please include copies of any contracts or agreements with them and include any Data Use Agreements, Business Associate Agreements, etc.)*

uOttawa