

# Texas State University

## Annual Device Encryption Exception Request Form

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### Goals and Procedure for Requesting Exceptions

The main goal of device encryption is to protect confidential information entrusted to Texas State University. Because computing devices pose a significant risk for exposure of confidential information, encrypting these devices will make it infeasible for unauthorized retrieval of such information should a device be lost or stolen. The University understands there may be instances in which a device, or group of devices, may need to be exempted from the encryption standard. In these cases, a formal encryption exception request form must be submitted for written approval. Approved exceptions are valid for 365 days.

### Instructions

Fill out this form as accurately and complete as possible. Print the document and acquire all appropriate signatures including Department Head/Chair and Dean/VP. When complete, e-mail a scanned copy of the signed form to the IT Assistance Center (ITAC) at [itac@txstate.edu](mailto:itac@txstate.edu). ITAC will contact IT Security for final approval and process all approved requests.

1. Requestor Information	
<b>Requestor's First and Last Name</b>	
<b>Title</b>	
<b>Department</b>	
<b>Texas State E-mail Address</b>	
<b>NetID</b>	

2. Device Information: (List individually. Please use final page for additional devices.)						
Tag #	Computer Name	Operating System	Wired MAC Address	Wireless MAC Address	Owning Department	Primary Location (Building/Room #)

### 3. Describe Current Use of the Device(s)

### 4. Justification for Exception: (Please provide a business justification for requesting the exception)

### 5. Describe in Detail Any Compensating Controls That Are in Place or Are Proposed

*Example:* I will assume responsibility for ensuring these computers are setup to automatically remove all confidential and personally identifiable information upon reboot with the use of a system wipe program or script (e.g., *DeepFreeze, Spiceworks, Reboot Restore, or script*).

*Example:* This device (these devices) will be physically locked to a permanent structure.

## 6. Requestor Acknowledgement

Initial these statements to confirm your acknowledgement. Requests will only be approved if all statements are initialed.

\_\_\_\_\_ **(Initials Required)** I ensure these computers will be encrypted when/if they are ever repurposed from a lab environment or if any of the above stated compensating controls are removed.

\_\_\_\_\_ **(Initials Required)** I ensure this device/these devices have already been scanned for confidential information using a data discovery program (e.g., *Identify Finder*). In addition, any confidential information identified has been removed.

I hereby acknowledge that I have read and understand the applicable regulations in [UPPS No. 04.01.01 – Security of Texas State Information Resources](#) (see section 04.09) and the [Data Classification Guidelines](#) by signing below:

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature of Requestor*

\_\_\_\_\_  
*Date*

## 7. Approval/Denial:

### Department Chair/Director:

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

- Approved  
 Denied

### College Dean/Division VP:

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

- Approved  
 Denied

Please e-mail scanned form to [itac@txstate.edu](mailto:itac@txstate.edu) to complete the following requests.

### IT Security Representative:

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

- Approved  
 Denied

Notes:

## 8. Annual Renewal Required

This form must be submitted for review and approval on an annual basis.

Expiration Date: \_\_\_\_\_

For more information, visit the Texas State Laptop Encryption Program website:  
[www.tr.txstate.edu/training/encryption.html](http://www.tr.txstate.edu/training/encryption.html)

**2.b. Additional Device Information: (Use only if additional space is needed. List individually.)**

Tag #	Computer Name	Operating System	Wired MAC Address	Wireless MAC Address	Owning Department	Primary Location (Building/Room #)

Additional Device Page # \_\_\_ of \_\_\_\_.