

# INFORMATION SECURITY REVIEW QUESTIONNAIRE

This questionnaire facilitates the identification of security requirements for a CUNY information technology project, application or system. The questionnaire is intended for those CUNY projects, applications and systems that involve Non-Public University Information or that acquire ongoing vendor IT services (e.g., application software hosting, hardware/software infrastructure, data storage facilities, staffing, etc.)

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V1.5

**Introduction**

Identifying information security requirements in the earliest planning stages of a technology project is important to reduce the risk of introducing new security issues into the University environment. Involving CUNY/CIS Information Security early on also minimizes potential project schedule delays when security requirements are retrofitted into systems and/or contractual agreements late in the process.

**College or Central Office Department:** [Click here to enter text.](#)

**Name of Application, Vendor and Purpose:** [Click here to enter text.](#)

**1. DATA CLASSIFICATION**

**Purpose** *This section identifies the highest sensitivity level of data that the project involves. This information is needed to determine baseline data security requirements that must be addressed during the project.*

1.1. The project involves: *(check all that apply)*

Non-Public University Information

Subcategories:

- Personally Identifiable Information
- Educational records and/or other information subject to FERPA regulations
- Information regarding an individual’s mental or physical condition and/or history of health services use and/or other information subject to HIPAA regulations
- Financial information, including credit card and bank information, budgeting, salary and financial aid information
- Human Resources information
- Research information
- Other data the project sponsor considers sensitive, private, confidential or non-public

If any box above is checked, explain the nature, type and quantity of the data and why the involvement of this non-public university data is essential to the system or service to be delivered by the project:

[Click here to enter text.](#)

## 2. USE OF VENDOR IT SERVICES

**Purpose** *This section describes the intent, if any, to acquire ongoing vendor IT services (e.g., application software hosting, hardware/software infrastructure, data storage facilities, staffing, etc.) in support of this project or service. This information is needed to determine security requirements that should be considered when evaluating vendor services and negotiating vendor contracts.*

2.1 Will the project acquire ongoing vendor IT services (e.g., application software hosting, hardware/software infrastructure, data storage facilities, staffing, etc)?

- Yes
- No. If checked, skip to Section 3.

2.2 The vendor service(s) will be acquired via:

- Request For Proposal
- Sole Source Procurement
- Purchase Order
- Agreement to vendor's online license user agreement
- Other. If checked, describe here:

[Click here to enter text.](#)

2.3 Briefly describe below the service(s) to be acquired, including names of desired vendor(s) if known:

[Click here to enter text.](#)

### 3. Identity Management, Access Control, Authorization

#### Purpose

*This section identifies the user population who will have access to the IT product or service to be delivered by the project, as well as planned security access controls. This information will help determine if additional controls are needed to reduce the risk of unauthorized or otherwise inappropriate access to sensitive data.*

3.1. Who will access this application or system?

- Faculty
- Staff
- Students
- Consultants and temporary employees
- Other (please explain):

[Click here to enter text.](#)

3.2. If not covered above, what entities external to the University will have access to the application or service? [Click here to enter text.](#)

3.3. Is access limited to only those individuals whose job or function requires such access? [Click here to enter text.](#)

3.4. Is any part of the system open to the public or to an anonymous class of users? [Click here to enter text.](#)

3.5. Briefly describe the process by which authorization of users will likely be accomplished, if known. [Click here to enter text.](#)

- 3.6. Are there different levels of authorization in the system? (e.g., full access, limited access, read-only access, etc.) [Click here to enter text.](#)
- 3.7. Is there an identified authority that approves requests for access to this system? Who would that be? [Click here to enter text.](#)
- 3.8. Is there a process for the access administrator to be notified when a user's status or role changes? [Click here to enter text.](#)
- 3.9. Will there be uniquely identifiable accounts for all users requiring access? [Click here to enter text.](#)
- 3.10. How will accounts which are no longer needed be recognized and deleted in timely and manageable manner? [Click here to enter text.](#)
- 3.11. How will this system authenticate users?
- CUNY Portal LDAP Single-Sign On
  - Active Directory (cuny.adlan)
  - CUNY Enterprise Active Directory
  - CUNYfirst Single-Sign On
  - Local Authentication
  - Other:
- [Click here to enter text.](#)
- 3.12. Where local authentication is used, provide details on the enforced password complexity and expiration policy. [Click here to enter text.](#)
- 3.13. Where local authentication is used, provide details on how passwords are securely stored within the system (e.g., encrypted using a salted hash). [Click here to enter text.](#)
- 3.14. Is multi-factor authentication supported? Provide details. [Click here to enter text.](#)
- 3.15. Does the application automatically log off, lock or terminate a session after a predetermined time of inactivity? Provide details. [Click here to enter text.](#)

#### 4. Network Access and Communication

##### Purpose

*This section identifies the scope of network access requirements. This information will help determine controls needed to reduce the risk of unauthorized or otherwise inappropriate access to sensitive data.*

4.1. Is this system required to be network accessible?  yes  no

4.2. If so, will it be accessible:

- only within CUNY Central Office networks
- only within one or more CUNY Campus networks (specify)
- both CUNY Central Office and CUNY Campus networks
- the Internet at large
- other – please explain:

[Click here to enter text.](#)

4.3. If available, provide a network diagram that depicts required connectivity for all of the components of the application or service.

4.4. Will this system be accessible through means other than the network (e.g., telephone)? [Click here to enter text.](#)

#### 5. Data Protection

##### Purpose

*This section identifies available data protections and requirements. This information will help determine controls needed to reduce the risk of unauthorized or otherwise inappropriate access to sensitive data.*

5.1. Are there restrictions on what quantity or type of data can leave the system? Please explain. [Click here to enter text.](#)

5.2. Are shadow copies of any of the data anticipated to be created? For example, would users copy or download data to their own devices? If so, please explain. [Click here to enter text.](#)

- 5.3. Does data associated with this application or system interface with other applications or systems? If so, please provide details. [Click here to enter text.](#)
- 5.4. Is non-public university data encrypted while at rest? [Click here to enter text.](#)
- 5.5. Is the data encrypted while transmitted over an untrusted network? [Click here to enter text.](#)
- 5.6. What type of encryption is used? How is it configured and deployed? [Click here to enter text.](#)
- 5.7. Detail anti-malware, intrusion prevention and data loss prevention protections:  
[Click here to enter text.](#)

## 6. Logging and Auditing

### Purpose

*This section identifies available activity logging and auditing capability. This information will help determine whether additional logging and auditing features needs to be established.*

- 6.1. Describe logs and/or audit trails that are produced by the application or service. [Click here to enter text.](#)
- 6.2. Is sensitive data embedded in the logs? [Click here to enter text.](#)
- 6.3. Can logs and/or audit trails link actions to individual users? [Click here to enter text.](#)
- 6.4. Are successful/unsuccessful accesses logged? With client network address? [Click here to enter text.](#)
- 6.5. For how long are logs retained? [Click here to enter text.](#)

## 7. Business Continuity / Disaster Recovery

### Purpose

*This section identifies business continuity and disaster recovery provisions and requirements.*

- 7.1. Is there a documented business continuity / disaster recovery plan that addresses procedures to restore any lost data or functionality in the event of an emergency or other occurrence, the staff responsible for carrying out data restoration, emergency contact names and numbers, important business partners and other business supply information necessary for a temporary office setup to support data restoration?

[Click here to enter text.](#)

## 8. Other Comments

[Click here to enter text.](#)