IT Security Non- Compliance/Deviation Form

Western Washington University Information Security Office

This IT Security Non-Compliance/Deviation Form must be completed by the department/division head if it determines that it cannot comply with any component of the University’s [Security Information Systems Policy](https://policy.wwu.edu/POL-U3000.07-Securing-Information-Systems.pdf) and associated standards. The form must detail each component that is not in compliance. For each deviation, the requester shall document:

* The reason for non-compliance/deviation from the IT Security Policy or standard.
* The business need.
* The scope and extent of non-compliance/deviation.
* Mitigating safeguards.
* The specific duration of the deviation.
* Approving authority and date.

Requester contact information (name, email, phone).

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Western IT Policy/Standard to which a deviation is requested.

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1. Describe the reason for non-compliance/deviation with the policy or standard.
2. Provide the business or technical justification.
3. Describe the scope including quantification and requested duration (normally not to exceed one year).
4. Describe all associated risks.
5. Describe any supplemental controls to mitigate risks resulting from the deviation.
6. Include a plan to achieve compliance with the IT security standards.
7. Identify any unmitigated risks.

I have evaluated the business issues associated with this request and I accept any and all associated risks as being reasonable under the circumstances until compliance is achieved.

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Department/Division

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Requesting Department/Division Head (print)

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Requesting Department/Division Head (signature) Date

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Director of Information Security Approval Date

**Authorities:**

[OCIO Securing Information Technology Assets Policy No. 141](http://www.ofm.wa.gov/ocio/policies/documents/141.pdf)

Western Washington University policy [Securing Information Systems](https://policy.wwu.edu/POL-U3000.07-Securing-Information-Systems.pdf)