

# Marywood University

## Policies and Procedures

### Information Technology Security and Privacy Request for Exemption Policy

#### Policy Statement:

All information technology resources connected to Marywood University network are expected to comply with Marywood University security policies and standards of the Office of Information Technology (“IT”), such University policies and IT standards are designed to establish the controls necessary to protect University information assets.

A control deficiency in one business process or IT resource can jeopardize other processes or resources as erroneous data may be inherited, privacy can be compromised, or the process can become a conduit for an intrusion into the Marywood University network systems.

An exemption from compliance to a University policy regarding Information Technology security or to a published IT standard or practice, may be granted in one of the following situations:

1. Temporary exemption from compliance would disrupt critical operations;
2. Another acceptable solution with equivalent protection is available;
3. A superior solution is available;
4. A legacy system is being retired and compliance is not possible (risk must be managed);
5. Long-term exemption, where compliance would adversely impact University business;
6. Compliance would cause a major adverse financial impact that would outweigh any reduced risk occasioned by compliance (i.e. the cost to comply offsets the risk of non-compliance).

A member of the Marywood University community seeking an exemption from a University security policy and/or standard of the Information Technology

Department must complete a Request for Exemption Form, obtain the written approval of their Vice President or supervisor, and submit to the Information Technology Department.

The Office of Information Technology will act in an advisory role to Marywood University when considering an exemption request. In this capacity, IT will:

- a. Fully identify the IT resources that are potentially at risk with the request.
- b. Determine if an alternate solution exists that would allow the requestor to accomplish their objective while providing appropriate security controls.

The Chief Information Officer will assess the request for exemption and will provide to the Vice President of Operations a report of the assessment as soon as reasonably possible. The timeframe for issuance of the report will depend upon the complexity of the request. The more complex the request, the greater the need for a more detailed investigation.

The CIO and IT's approval of the request for exemption does not relieve Marywood University, the department or college, of the responsibility for the risk, nor does it transfer the risk to Information Technology. Vulnerability scans and audits will continue to report the risk for which the exemption has been approved. Standard risk and vulnerability reporting will be provided to Marywood University.

There is no guarantee that a request for an exemption will be approved.

This form is for all Information Security purposes and IT policies.

**Definitions:**

N/A

**Procedures:** A member of the Marywood University community seeking an exemption from a University security policy and/or standard of the Information Technology Department must submit a Request for Exemption Form.

**Related Policies/ Committees:**

**Policy History:**

05/12/2023: The President of the University approved the establishment of this policy as recommended by the Policy Committee of the University at their May 12, 2023 meeting.

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**Mary Theresa Gardier Paterson, Esquire  
Secretary of the University and General Counsel**