

PEPPERDINE UNIVERSITY
Information Technology

Restricted Data Security Form (Query Access)

The purpose of this form is to grant access to restricted information through query use from the various PeopleSoft systems (Student, Human Resources, and Finance). Pepperdine University's policy is that appropriate electronic controls need to be taken while accessing restricted data such as Social Security Numbers and Driver's License numbers. Access to restricted information through PeopleSoft query requires that your computer and backup be whole disk encrypted. You will need to get your hard drive(s) encrypted, keep it encrypted as long as you keep this access, and, finally, anytime you download this data it needs to be on an encrypted hard drive(s). Also, do not store any restricted data on network or shared folders.

Contact the Pepperdine Help Desk at (310)506-4357 or use the online form <http://ebony.pepperdine.edu/TechnologyRequestForm/CustomServiceRequest.aspx> to install whole disk encryption (WDE) on your computer and backup. **Your computer and backup will need WDE before the granting of access.** WDE can take a while depending on the number of requests. It is suggested that you start this process well before you need access to restricted information via PeopleSoft queries.

Information Classification and Protection Policy

<https://community.pepperdine.edu/it/security/policies/icpp.htm>

Add	Remove	Check all that apply
		PeopleSoft Student Administration system query access
		PeopleSoft Human Resource system query access
		PeopleSoft Finance system query access

I have read the "Information Classification and Protection Policy" and agree to it.

Employee – print name, sign, and date

CWID

Network ID

Supervisor – print name, sign, and date

Mail to MS# 4868 or email signed form to Infosecops@pepperdine.edu

Information Security – certify WDE and then print name, sign, and date

Mail to MS# 4787 or email signed form to EIS at PSSecAdmin@pepperdine.edu

Designated approver Finance, Human Resources, and/or Student systems – print name, sign, and date

PeopleSoft Security Administrator – print name, sign, and date