**Date:** [Date]

**To:** [Data Steward]

**From:** [Organizational Unit]

**Subject:** Data Sharing Authorization Request for [Project or System Name]

This letter presents a summary of key information security topics and how [Project or System Name] meets security requirements. As the Data Steward, this information will help you make an informed, risk-based decision regarding data access.[[1]](#footnote-1)

Please review the summary and the attestation of requirements presented. If you approve data access, please send an email with your decision to OrganizationalUnit@mailbox.sc.edu.

**Security Summary & Attestation**

* **Data classification.** [Project or System Name] will store [student records], which are classified “Restricted.**”** [[2]](#footnote-2) If restricted information is inappropriately altered, or is subject to unauthorized access, use or disclosure, significant loss including statutory penalties will occur.
* **Laws, Regulations, and Minimum Security Standards.** [Project or System Name] must comply with the following:
  + FERPA: The use of student records must align with the Family Educational Rights and Privacy Act of 1974 (FERPA).
  + ISPS: As a state agency, the University must follow the State of South Carolina's Information Security and Privacy Standards (ISPS).
  + Minimum Security Standards (MSS): The MSS are a select set of prioritized security controls. These controls represent essential protections that University systems and organizations must have in place.

As [Organizational Unit], I attest that this project complies with laws, regulations, and Minimum Security Standards. [Project or System Name] [can or cannot] provide a Validated Trust. I will supply the validation report with this request.

If you have any questions about this request, please email me at OrganizationalUnit@mailbox.sc.edu.

cc: Audit & Advisory Services

Chief Information Security Officer

Security Liaison

1. University Policy UNIV 1.50, Data Steward Responsibilities [↑](#footnote-ref-1)
2. Classification is set by the State of South Carolina’s Data Classification Schema [↑](#footnote-ref-2)