

Standard: GP0007.02	Category: General Provisions	Version Date: 09/02/2009
Title: <b>Requirements for Exceptions to Policies and Standards</b>		Effective Date: 10/15/2007
Originating Unit: Security Program for the Information and Computing Environment Project		Last Review: 06/23/2009
Reviewer: HSC Chief, Information Security		Next Review: 06/23/2012

**Purpose:**

The purpose of this standard is to identify the requirements for granting and controlling exceptions to established policies and standards in order to provide for unusual operational, technical or administrative circumstances.

**Reference:**

1. Policy GP0007: SPICE Policy and Standard Authority
2. GP0003.08: Report Distribution and Submission Deadlines Standards
3. Policy Exceptions Form and Procedure:  
<https://security.health.ufl.edu/policies/#gp0007>

**Standard:**

1. Requests for exception from an UF HSC Information Security Program Policy or Standard shall be submitted in writing to the Assistant Vice President for Information Services/CIO and address the following topics:
  - a. The Policy or Standard from which an exception is desired.
  - b. The owner’s designees or delegates responsible for the information assets affected.
  - c. A description of the exception desired.
  - d. The reason for the exception and a description of how the intent of the policy or standard will be accomplished.
  - e. The time period for which the exception is needed.
2. The Unit Information Security Manager, the Unit Information Security Administrator and the Unit Dean, Director or Department Chair must review and concur with the request prior to submission.
3. The exception request shall be distributed according to Standard GP0003.08: Report Distribution and Submission Deadlines - Distribution 3: Unit and Security Program Leadership.
4. The Assistant VP for Information Services/CIO or designee shall:
  - a. Have a documented process to review and approve exceptions to policies and standards;
  - b. Maintain a list of exceptions requested with disposition and expiration date, if any.

5. All requests that are granted must have an expiration date.
6. The written disposition of the request shall be distributed according to Standard GP0003.08: Report Distribution and Submission Deadlines - Distribution 3: Unit.