

PII Access Authorization Form

To access Personal Identifiable Information (PII) on BSU enterprise employees must complete the steps below.

- For specific information on BSU's Confidential Data policy, see <https://my.bridgew.edu/departments/it/Shared%20Documents/Policies/confdata.pdf>
- For specific information on Data Classification standards, see <https://my.bridgew.edu/departments/it/Shared%20Documents/DataClass.pdf>

By signing this form, the applicant agrees to have read and abide by all of the appropriate policies listed in the documents above and comply with the required standards.

Request Section

Applicant Requesting Access (print)	Department	Phone Number
Signature of Applicant	Date	Email Address
Reason Requested (if more space is needed please attach a separate sheet):		
Requested Users and Systems (include the username and computer name from where you would be accessing PII data):		
Duration Requested:		

Supervisor/Department Head Section

The Supervisor/Department Head must support the request for the applicant to be given permission to access PII data.

Supervisor name (print)	Signature of Supervisor	Authorization status Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date
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Information Technology Approval Section

IT Security Manager	Signature	Authorization status Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date
CIO name (print)	Signature of CIO	Authorization status Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date
Authorized Users and Systems:			

Information Technology Performance Section

PGP Fingerprint:	
Information Technology Staff member	Date

Confidential when completed