

PSID-CMS Data Security Plan

Complete ONE Form for EACH User and EACH User Location

Work Location: From where will you log in? CHOOSE ONE		
Home: <input type="checkbox"/>	Address: _____	Work: <input type="checkbox"/> (Work address should include office #, bldg. name, street address, city, state, and zip)
Workstation Specifications:		
Make/model: _____		
Form Factor: Desktop <input type="checkbox"/> Laptop <input type="checkbox"/>		
Operating System (Please note version #): _____ Windows: <input type="checkbox"/> Version: _____		
Mac: <input type="checkbox"/> Version: _____		
Workstation Login Access: Who can log into your workstation?		
Yourself: <input type="checkbox"/> Other(specify): _____		
What information is required at login on your computer?		
User name: Yes <input type="checkbox"/> No <input type="checkbox"/> Password: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Workstation Monitor Position: Describe how monitor is positioned <i>in relation to windows and doors in room</i> to prevent unauthorized viewing. If monitor is in an open or shared space it needs a screen filter:		
Workstation Antivirus: Describe brand and version of antivirus software installed on workstation:		
<input type="checkbox"/> Windows Defender	<input type="checkbox"/> Symantec	<input type="checkbox"/> McAfee
<input type="checkbox"/> Sophos	<input type="checkbox"/> Norton	Version: _____
Other(specify brand/version): _____		

Investigator Name

Contract/Project #, if known

User Name

User Title

User Institution

User Signature

Date

User Email

Provide signature of an IT Representative familiar with the workstation described. *Required unless it is a personally owned machine used in a home office OR the current work environment does not permit in-person contact with the IT representative.

IT Department Contact Name

IT Contact Title

IT Contact Telephone

IT Contact Signature

Date

IT Contact Email

Work Location

This may be a home office, or Institutional workspace. It must be a designated, consistent location. Private offices are preferred. If a user is working in a shared office, or a cubicle, or other shared workspace, a privacy screen is required. If an Institutional space, an office number must be designated.

Workstation Login Access

Users must designate who can login, and how that is controlled. Login access is typically controlled via username and password. Whether this a local only account or centrally provisioned and controlled account should be noted. If more individuals than the PSID user can login, access to user files must be restricted by user account. This must be noted on the DSP.

Workstation Monitor Position

Monitor(s) must be positioned to prevent viewing by unauthorized individuals. Users should describe how their monitor(s) is/are positioned in their workspace in relation to windows and doors. If a user is working in a shared office, or a cubicle, or other shared workspace, a privacy screen is required.

