

State of Kansas Information Security Policy or Standard Exception Approval and Notification Form

Purpose: Information Security policies and standards are established to set the security posture of an organization. Anytime there is something that does not meet the policy or standards, there is an increased chance of risk to an organization. It is important to document and track all exceptions to established policies and standards in order to properly manage and mitigate associated risk. This document becomes CONFIDENTIAL when filled in Per K.S.A 45-221(a)(12) & (45)

Submitter\Requester Information:

Name and Title:

Date:

Agency and Business Unit:

Phone Number :

Policy or Standard (State or Agency) that the exception is being made:

Please explain local or other policy that exception is being requested from (Example: Agency Access Control Policy):

Explanation of exception (Why the exception is needed):

Risk to the agency created by the exception (What are the risks created by not following policy or standards):

Compensating controls in place to reduce risk (Describe any compensating controls and identify how they will reduce the risk created by this exception):

Estimated date the exception will no longer be needed:

Data Owner Approval of Exception:

I acknowledge and assume the risk associated with this exception.

Name and Title:

Data Owner Signature:

Date of
Approval:

This exception should be reviewed every _____ months and shall expire three years after the initial approval date unless re-approved by the data owner