



# WPI

# Information Technology Security Exception Policy

## 1.0 Overview

The mission of WPI's Information Technology division is to support the WPI community with its academic and research objectives. We understand that in pursuit of these research and academic endeavors, exceptions to certain IT Security policies may be requested.

## 2.0 Scope

In the absence of a granted exception pursuant to this policy, every member of the WPI community (including faculty, staff, students, contractors, vendors and other personnel) must adhere to all applicable IT policies. Requests for exceptions to an IT Security policy must be made through the process outlined in this policy. Exceptions may be granted on a case-by-case basis.

## 3.0 Applying for an Exception

If a member of the WPI community wishes to apply for an exception to a particular IT policy, the following procedures must be followed:

1. The requestor must fill out the "Information Security Exception Request" form attached to this policy as Appendix A and submit it to WPI's Chief Information Security Officer (CISO). The requestor must provide sufficient detail as outlined in the form for the CISO to adequately consider the request.
2. The CISO will review the exception request and identify the potential risk(s) involved in granting the exception within 5 business days.
3. The CISO will schedule a meeting with the requestor. At that meeting, the CISO will review the request with the requestor and if the risk is low, the CISO may grant the exception. If risk is not low, the decision on whether to grant the request must be made by either the Provost or the EVP/CFO (for all other requestors). The CISO will consult with either the Provost or the EVP/CFO accordingly.



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4. If the exception request is granted, the requestor must sign the Attestation on the “Information Security Exception Request” that, by excepting out of the policy, the requestor agrees to implement whatever risk mitigation protocols are recommended and associated with the exception, and failure to do so may subject the requestor to disciplinary sanctions (see exact language on the form). If the exception request is denied, the requestor must adhere to the policy at issue.
5. The CISO has the authority to set time limits on exceptions. If a time limit exists, the CISO will notify the requestor thirty (30) days prior to the expiration of the exception for either renewal, alternate solutions, or discontinuation of the exception. The CISO has the authority to revisit a previously granted exception at any time, should the risk level of an exception rise due to changed circumstances.

## 5.0 WPI Contract Roles

### CONTACT PERSON

#### Chief Information Security Officer

Worcester Polytechnic Institute  
100 Institute Road  
Worcester, MA 01609  
Phone: (508) 831-5115

## 6.0 Enforcement

Any person that violates any of the measures found in this policy will be subject to disciplinary action, which may include termination or dismissal from WPI, or other disciplinary actions.

## 8.0 Approval and Revisions

**Policy Category:** Institutional Risk & Compliance

**Policy Approved By:** Approved by WPI’s Information Security, Risk and Compliance Committee on 6/10 /2019.

**Policy Reviewed Annually By:** Chief Information Security Officer

**Related University Policies:** None

**Last Modified:** 6/5/19



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## Appendix A

# Information Security Exception Request Form

Date:

Requestor:

Policy Requesting Exception From (name and title):

Organization and Scope for which an exception is being requested:

Reason for exception (i.e., description of the situation that is to exist if an exception is granted. Please be specific.):

**To be completed by the CISO after discussing with the requestor:**

Proposed assessment of risk:

Proposed plan for managing/mitigation of the risk:

Additional Information (attach additional pages if Risk is accepted for justification if there is no mitigation):

Anticipated duration (length of time) for the Exception:

Attestation:



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I, the undersigned Requestor, understand that my exception request has been approved. I further understand that this exception creates risk that would not otherwise exist. By signing this Information Security Exception Request Form, I agree to implement all mitigation and risk-prevention protocols with the WPI CISO to prevent a security incident from occurring and, if I fail to do so, I acknowledge that I may be subject to disciplinary sanctions consistent with this policy.

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Requestor Signature

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CISO Signature

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Provost/EVP Signature (if required)