The Health Sciences Center (HSC) has implemented a standardized IT security review process to assure consistency across the HSC in completing required security reviews prior to the purchase of software and IT services. These security reviews must assess the ability to assure and protect sensitive and protected data.

When it is determined that a plan includes the purchase of software or IT Services, the first step should be the development of a proposal by the requesting department in collaboration with the appropriate IT services provider, prior to the initiation of the purchase. The security review forms and instructions for completing the process can be found at [http://HSCSecurity.unm.edu](http://HSCSecurity.unm.edu) in the “Security Forms” tab.

A. **Create a Help.HSC ticket requesting a Security Review** (This number is used for tracking the review and is referenced on a document below)

B. **Gather documentation needed to complete Cover Sheet to be reviewed:**
   1. Create a business proposal or project plan that includes: Project narrative, objectives and IT resources needed (vetted by appropriate internal IT service provider).
   3. Define any project security requirements (if required by an federal, state or local agency)
   4. Define type and amount of data to be transmitted or stored
   5. Determine if data will be shared with vendor or other entity
   6. Gather draft vendor contract and/or statement of work
   7. Gather Business Associate Agreement (BAA) (if required)

C. **Complete IT Security Review Cover Sheet**
   - Header information and Section 1 only

D. **Attach all required document to Help.HSC Ticket**

E. **When the Security review is approved the purchase request can be submitted**
   1. Submit the completed IT Security Review along with the purchase request to avoid delays.