SECURING PRIVATE DATA – UNM Purchasing

Beginning Tuesday, 9/30/14, a new required field in all LoboMart requisitions will require the requisitioner to indicate whether or not the vendor will have access to any confidential or otherwise protected UNM data.

Much of UNM's Confidential/Private data is regulated by Federal Regulations (HIPPA, FERPA, etc) or by UNM Policy (SSNs, etc).
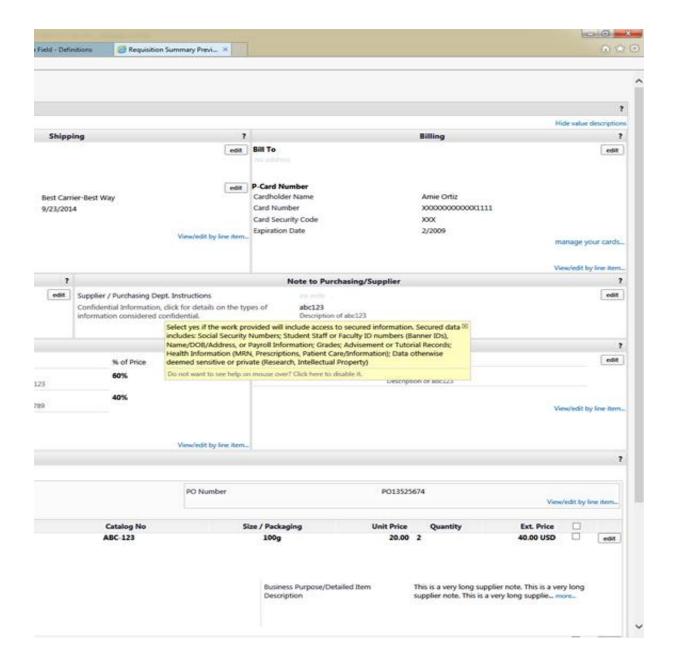
Confidential/Private Data includes:

- Social Security Numbers
- Health Information (HIPPA)
- Grades/Advisement or Tutoring Records
- Name/DOB/Address
- Credit Card Information
- Payroll/Financial Information
- UNM ID Numbers
- Other Sensitive or Private Data (Intellectual Property, Export Control, Research)

Steps that will be taken once the approved requisition reaches Purchasing:

- Contracts Specialist in Purchasing will ask the requisitioner to fill out a UNM IT Preliminary Security Questionnaire form and will help submit it to IT and/OR HSC Information Security (sample attached). Upon review of the form, IT and/or HSC Information Security may request more information from the department or vendor.
- Contracts Specialist in Purchasing will not be able to issue the PO until receiving approval from IT/HSC Information Security
- PO/Contract with vendor will require vendor to certify in writing that upon completion of service, confidential data is returned to UNM or destroyed.

LoboMart

Hide value descriptions

Shipping	?		Billing	?

Bill To   [edit]
no address

P-Card Number   [edit]
Cardholder Name   Amie Ortiz
Card Number   XXXXXXXXXXXX1111
Card Security Code   XXX
Expiration Date   2/2009

Best Carrier-Best Way
9/23/2014

View/edit by line item...

manage your cards...

View/edit by line item...

?	Note to Purchasing/Supplier	?

[edit]   Supplier / Purchasing Dept. Instructions   no note
Confidential Information, click for details on the types of   abc123
information considered confidential.   Description of abc123

Select yes if the work provided will include access to secured information. Secured data
includes: Social Security Numbers; Student Staff or Faculty ID numbers (Banner IDs),
Name/DOB/Address, or Payroll Information; Grades; Advisement or Tutorial Records;
Health Information (MRN, Prescriptions, Patient Care/Information); Data otherwise
deemed sensitive or private (Research, Intellectual Property)

Do not want to see help on mouse over? Click here to disable it.

	% of Price			?
123	60%			[edit]
789	40%		Description of abc123	

View/edit by line item...

View/edit by line item...

		?

PO Number   PO13525674

View/edit by line item...

Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price		
ABC-123	100g	20.00	2	40.00 USD	☐	[edit]

Business Purpose/Detailed Item
Description

This is a very long supplier note. This is a very long
supplier note. This is a very long supplie... more...

Filled out by:	Date:	Project:

Responses to the following are needed from the requesting UNM entity in order to assure appropriate safeguards are in place for services that will store, transmit, or process sensitive data for which UNM is responsible

1) **Check the appropriate boxes that indicate what will be stored, transmitted, or processed (check all that apply):**
   ☐ Social Security Numbers (SSNs)
   > You must:
   > - Attach written authorization from the UNM Data Steward for the use of SSNs.
   > - Attach the documentation (SSN Collection Reporting Worksheet) required by UNM Policy 2030 section 6
   >   policy.unm.edu/university-policies/2000/2030.html

   ☐ UNM ID Numbers (Banner IDs)
   ☐ Name/ DOB/ Address
   ☐ Payroll/ Financial Information
   ☐ Grades/ Advisement or Tutoring Records
   ☐ Health Information (MRN, Prescriptions, Patient Care/ Information)
   ☐ Credit Card Information
   ☐ Data otherwise deemed sensitive or private (e.g. Export Control, Research, Intellectual Property, etc.), please specify:
   ☐ Public. Please describe the nature of the public information:

2) **Please provide a description or list of the <u>individuals</u> who will need to access the information or services:**

3) **Please provide the <u>locations</u> from which access is needed:**
   ☐ Globally
   ☐ UNM Campus Only
   ☐ Departmental or Specific Staff Only
   ☐ Other, Please Specify:

4) **Please provide a <u>diagram</u> that describes the flow of information across relevant workstations and servers**

   > You may paste an image here