

Date: December xx, 2007

From: Jim Davis
Associate Vice Chancellor, Information Technology
Chief Information Officer

To: Deans
Vice Provosts
Vice Chancellors
University Librarian
Associate Vice Chancellor, Community Partnerships
Assistant Provost, Academic Program Development
Executive Director, ASUCLA

Cc: UCLA Policy 420 Security Breach Coordinators

RE: Request to designate an IT Compliance Officer for your unit

Compliance with information technology (IT) policies and legal requirements is crucial to minimizing risk and financial liability to the campus and to individual units, whether accruing from the improper handling of a breach of personal information, the violation of individual privacy, failure to follow measures for preservation of electronic information during litigation, the creation of web sites that are inaccessible to individuals with disabilities or other failures to comply with policy. Compliance is an institutional matter even when responsibility for computer systems and networks is distributed across the federated campus environment.

Institutional oversight for compliance with IT security and other IT policies ultimately rests with the campus Oversight Committee on Audit and Controls, chaired by the Chancellor. Oversight will require regular reviews and reporting to ensure uniform policy implementation campus-wide.

I am therefore requesting that you designate an IT Compliance Officer for your unit, an individual who will oversee compliance with IT policies and legal requirements in your unit and who will act as liaison with my office for these issues.

You may wish to consider redesignating your UCLA Policy 420 [Security Breach Coordinator](#) for this role, who already functions in this capacity in the specific event of a breach of personal information. The IT Compliance Officer subsumes the Breach Coordinator role and extends it beyond security and breach coordination to include oversight for compliance of all IT policies and legal requirements.

Margo Reveil, Assistant CIO, is coordinating this effort for my office. *Please send her the name of your designated IT Compliance Officer no later than January 8, 2008.* She can be reached at margo@ucla.edu or (310-82)5-0995.

SELECTED IT POLICIES AND LEGAL REQUIREMENTS

- [Minimum Security Standards for Network Devices](#) (UCLA Policy 401)
- [Registration and Use of UCLA Domain Names](#) (UCLA Policy 411)
- [Notification of Breaches of Computerized Personal Information](#) (UCLA Policy 420)
- [UCLA Email Policy and Guidelines](#) (UCLA Policy 455)
- [Online Copyright Infringement Liability Limitation](#) (UCLA Policy 464)

- [UCLA Interim Measures Regarding Preservation of Electronically Stored Information](#)
- [UCLA Guidelines for Advertising and Other Forms of Acknowledgement on the Web](#)
- [CAN-SPAM guidelines](#)

- [UC Electronic Communications Policy](#)
- UC security policies: [Management Guide for Information Security at UC](#)
- [Electronic Accessibility](#) (under development)