

Lebanese American University

Information Security Regulations

Exceptions Regulations

Last Updated: March 2019

Version 1.3

Overview

The LAU information security policy, regulations and procedures exist to secure and protect the confidentiality, integrity and availability of LAU assets (physical and data). Occasionally, exceptions exist and might be a threat to LAU.

Purpose

The exceptions regulations define the requirements for the creation and submission of a request for exception to LAU policy, regulations or procedures.

Scope

The exceptions regulations apply to all requirements defined in all IT Security policy, regulations and procedures documents created, maintained, and distributed by the IT Security Department at LAU. The target audience of the exceptions regulations is LAU community.

Regulations

Exception Request - Standard Form

All exception requests must be filed using the Exception Request Form.

Exception Request Authorization

All exception requests must be authorized by the immediate supervisor of the requester.

Exception Request Approval

All exception requests must be approved by the AVP/Dean or the VP/Provost concerned and the VPHRUS based on the IT recommendation.

Periodic Review of Documented Policy Exceptions

All documented and approved exceptions to LAU security regulations must be reviewed at least every 6 months by the concerned IT Director.

Revoking Exceptions – Expiration

All exceptions are revoked when the exception expires unless renewed.

Exception Renewal Process

Exceptions that require renewal must be processed using the same procedure used for initially requesting the exception.