

<b>Document Reference Number</b>	<b>UoG/ILS/IS PRO003</b>
Title	Procedure for Information Security Checklists and Privacy Impact Assessments
Owning Department	Information and Library Services
Version	1.1
Approved Date	12/03/2025
Approving Body	Information Assurance and Security Committee (IASC)
Review Date	11/03/2026
Classification	Non-sensitive

Version Control

<b>Version</b>	<b>Last Modified</b>	<b>Last Modified By</b>	<b>Document Changes</b>
1.1	01/05/2024	Information Security and Compliance Analyst	Updated descriptions and process. Template updated.

## Procedure for Information Security Checklists and Privacy Impact Assessments

This procedure details the requirements when a new project or IT system is required and when personal and/or business sensitive data is collected. This procedure supports the requirements of the university's [Policy for Information Security & Privacy Impact Assessments and Secure Data Handling](#).

### Who should complete a PIA and/or an Information Security Checklist?

At the start of any project or when considering new systems or processes, the project lead or system/service owner must ensure the necessary assessments are carried out.

<b>Before completing an assessment</b>
Determine which assessments are required
Consider which assessment is appropriate for your process/project and seek advice if you are unsure. <ul style="list-style-type: none"><li>• Does this project/process involve the use of personal data? If yes, a PIA may be required. See <a href="#">guidance</a>.</li><li>• Does the new project/process involve the use of an IT system or service? (developed in-house or by a third-party). If yes, an <a href="#">Information Security Checklist</a> is required.</li></ul>

<b>Completing an assessment</b>
Privacy Impact Assessment
<ul style="list-style-type: none"><li>• Complete the <a href="#">Privacy Impact Assessment Form</a> and include supporting documentation. <a href="#">See further guidance</a>.</li><li>• Email completed form to <a href="mailto:Compliance@gre.ac.uk">Compliance@gre.ac.uk</a>.</li></ul> <p>Note: It may take up to two weeks to receive feedback. You are advised to complete the form in good time to avoid any delays.</p>
Information Security Checklist
<ul style="list-style-type: none"><li>• An <a href="#">Information Security Checklist</a> requires input from the requesting department and, where applicable, the vendor's technical team.</li><li>• Detailed instructions for completing the form are on page 1 of the document.</li></ul>

- Provide as much detail as possible on the system and its proposed use at the university and include supporting documentation such as:
  - technical diagrams
  - penetration test reports
  - security certifications
- Email completed assessment form to [information-security@gre.ac.uk](mailto:information-security@gre.ac.uk).

Note: It may take up to two weeks to receive feedback. You are advised to complete the form in good time to avoid any delays.