

Date: _____

To: _____
_____ Dept.

Dear Sir/Madam:

*Re: Requesting a Meeting to
Confirm Project Coordination and the Forum for Systems & Data Security*

The basic premise of the meeting is that the project under discussion has already been coordinated with the relevant CITIS departments.

The function of the Forum for Systems Security (במ"מ), is to determine the security policy for CITIS and the University. Within this framework, every new project and all new equipment for use at the University requires the approval of the Forum.

When a new project is being planned, the Forum convenes. Its purpose is to accept or reject the product, or suggest appropriate guidelines to meet the demands of Systems Security and the necessary technology. It is not the Forum's function to provide the solutions.

Mr. Shmuel Naparstek, Data & Systems Security Manager, chairs the Forum. Among its participants are CITIS Department Heads, and key and relevant members of the Dept. of IT Infrastructure.

Systems Security Requirements

1. The firm or individual intending to provide the service, must present its architectural solution, taking into account the existing topology of the University networks. The Department making this application is responsible for implementing the solution.
2. The suggested solution may not harm the existing University systems in any manner whatsoever.
3. System maintenance and adhering to BIU's system security rules are not within the scope of CITIS functions.
4. Peripheral security is required.
5. User id and password are required.
6. Encryption is required during the identification process.

Please contact Ms. Helen Lissar, Data & Systems Security, to request a date for convening the Forum.

E-mail: Helen.Lissar@mail.biu.ac.il, Tel. 03-531-8490, Fax 03-5344446.

Sincerely,

Shmuel Naparstek

Data & Systems Security Manager, Center for IT & IS

E-mail: Shmuel.Naparstek@mail.biu.ac.il

1. Personal Information

1.1. Applicant

Family name	First Name	Dept.	Tel. no.	Email
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1.2. Date

1.3. Description of the requested service

1.4. Details of the firm providing the service

1.5. Contact person

Family name	First Name	Dept.	Tel. no.	Email
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1.6. Security Advisor

Family name	First Name	Dept.	Tel. no.	Email
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2. Technical Information

2.1. System

2.1.1. **Has the project been coordinated with the relevant CITIS departments? Please elaborate.**

2.1.2. **Schematic** (General) System /Service Description

2.1.3. The platform on which the service will reside:

Data & Systems Security Requirements for Reinforcing the System (please confirm)

2.1.4. Includes removing services not in use _____

2.1.5. Protection via FW + other means (e.g. AV, etc.). Please list:

2.1.6. How does the Client communicate with the server? (What is the protocol?)

2.1.7. Where is the server located on the network (type of network, e.g. DMZ)?

2.1.8. What is the physical location of the server: at CITIS, Client/External User?

2.1.9. Are there backups? _____

2.1.10. How often? _____

2.1.11. Are backups required for data or for the stations? _____

2.1.12. Is a Mirror site necessary? _____

2.1.13. Is there an interface to BIU systems or external systems?

2.2. The Network and the Users

2.2.1. Who are the system users? _____

2.2.2. On which network are they located? _____

2.2.3. What is the source of the user list? _____

2.2.4. How is the user station protected? _____

2.2.5. What is the procedure for station updates?

2.2.6. Is there an identification process? _____

2.3. System Support

2.3.1. Who provides system support?

2.3.2. Who provides support for the station: the University or the service provider?

2.4. Comments
