

March 12, 2008

**DEANS
VICE PROVOSTS
VICE CHANCELLORS
UNIVERSITY LIBRARIAN
ASSOCIATE VICE CHANCELLOR, COMMUNITY PARTNERSHIPS
ASSISTANT PROVOST, ACADEMIC PROGRAM DEVELOPMENT
EXECUTIVE DIRECTOR, ASUCLA**

RE: Request to Designate an IT Compliance Coordinator for Your Unit

The legal and financial risks of not being in compliance with governmental and University IT policy have sharply escalated over the past several years, both to your unit and to UCLA. Thus, the Campus Oversight Committee on Internal Audit and Controls will be overseeing compliance with IT security and policy and is the enforcement authority for the campus. The committee is comprised of senior administration, including Chancellor Block, and chaired by Vice Chancellor Steve Olsen. My office, the Office of Information Technology, is responsible to the Committee and the campus for regular reviews and for reporting on institutional IT policy compliance and practice. The Medical Enterprise will join me on these reporting responsibilities so that reports also encompass requirements for the hospital and clinical operations.

With the concurrence of the Committee, I am forming the IT Compliance Coordinators (ITCC) Group with the intent to both help protect your unit and build a community for sharing policy implementation strategies. ITCCs will oversee and manage the increasing number of institutional IT security and policy compliance requirements that are administered within each of your units.

I am requesting that you carefully consider the responsibilities described in this memo and designate an individual by March 26, 2008 to be your unit's representative on this Group and therefore the point of authority for your unit.

Your designated ITCC will be a liaison to my office and responsible for:

1. Ensuring awareness of IT security and policy compliance requirements and expected practices throughout your unit, in areas such as security practice on both University and personal computers; privacy; web accessibility; records retention during litigation; and where applicable, HIPAA-related compliance through the appropriate campus HIPAA officials.
2. Participating in the ITCC Group to collaboratively develop meaningful policy implementation strategies and institutional practice.
3. Providing reports on compliance within your unit that will be used to build the campus reports to the Committee.

Your ITCC will also have specific responsibility for performing the role of [Security Breach Coordinator](#), previously designated to coordinate a response to any security breaches in your unit.

The ITCC Group will convene regularly to help provide institutional coordination for addressing these complex and costly challenges, even as responsibility for individual computer systems and networks is distributed across the federated campus environment. The Oversight Committee on Internal Audit and Controls will ultimately need to establish an institutional balance between protections and risks – including the appropriate protections for preserving an open intellectual digital environment for research and education. The ITCCs will be critical to informing and communicating this balance.

Jackie Reynolds is coordinating this effort for my office and will be managing the processes associated with the ITCC Group. *Please send [Jackie](#) and [me](#) the name of your designated IT Compliance Coordinator no later than **March 26, 2008**.*

Both Jackie and I are available to answer any questions or meet with you regarding this role in your unit. I can be reached at (310-20)6-0011 and Jackie at (310-20)6-8044.

Sincerely,

Jim Davis

Associate Vice Chancellor, Information Technology
Chief Information Officer

cc: Director Reynolds
Oversight Committee on Audit and Controls
Security Breach Coordinators
Directors
Department Chairs
Administrative Officers