PERMANENT MEMORANDUM 50:
REVIEW AND APPROVAL FOR
ACQUISITION OF SOFTWARE AND SERVICES

POLICY DIGEST
Monitoring Unit: Office of Information Technology Services
Initially Issued: June 30, 2021

("identity theft") to compromise that person's personal or financial security.

- Protected health information (PHI): includes health information that is associated with at least one of eighteen identifiers that make the information "individually identifiable." The eighteen identifiers specified by HIPAA include name, address, SSN, date of birth, date of health care, and other elements. Health information about groups of people (population data, mean and median data, aggregate data, etc.) that cannot be related to individuals is not PHI.

- Student educational record information: includes records that are based on student status and maintained by the institution or a party acting for the institution. Access to student records is governed by the Family Educational Rights and Privacy Act (FERPA).

- PCI data is defined by the Payment Card Industry Security Council as a Credit Card number (primary account number) and one or more of the following: Cardholder Name, Service Code, and Expiration Date.

the [Bylaws](#).

III. GENERAL POLICY

    A. Scope

        This policy applies to the review and approval of software and services (1) at all levels of application, including Enterprise, institution, unit, or individual and (2) across all types of acquisitions.

        All Enterprise software and services acquisitions must be vetted through the LSU IT governance structure with final confirmation coming from the EITGC.

x **Licensing Agreements:** Review agreement language to ensure meets institutional standards.

Each LSU institution should conduct other types of reviews, as applicable, including but not limited to:

x **Compatibility:** Assessment of compatibility with IT infrastructure, including integrations with Institution-wide applications.

x **Duplication:** Consideration of existing software or services to meet requestor's needs, making efficient and effective use of technology investments

The LSU EITGC provides oversight to ensure each LSU institution promulgates appropriate institutional policies and related procedures in adherence to this poli

Oversight

At a minimum, the Chief Information Officer, or similar role, at each LSU Institutio be responsible for overall institutional compliance with this policy. However, addi areas of oversight may be appropriate, as determined by the institution.

E. Policy E