

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-36
SUBJECT:	Reporting Critical Data In BUY.IU
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	06/08/2022
DATE OF LAST REVISION:	N/A
RATIONALE:	Certain information is classified as critical data and requires special handling. If disclosed, it could result in fines, penalties, invasion of privacy, unauthorized access to information. The following URL details what is considered Critical Data: https://datamgmt.iu.edu/types-of-data/classifications.php
PROCEDURES:	<p><u>REPORTING CRITICAL DATA IN BUY.IU:</u></p> <p>Complete and submit a support form: https://purchasing.iu.edu/contact/contact.php</p> <ul style="list-style-type: none"> • Select Technical Support under the 'I need help with...' option; • Select Critical Data under the 'Choose a topic' option <p>In the description box of the ticket include the BUY.IU document number(s) that contain critical data, and where it is located (e.g. attachment, text field, etc)</p> <p>If an attachment is to be removed a new attachment will need to be uploaded with critical data removed or redacted.</p> <p>Information on redacting data can be found here: https://kb.iu.edu/d/adgl</p>
DEFINITIONS:	Critical Data: data requiring the highest level of protection
CROSS REFERENCE:	