Complete this form and attach it to the Security Policy Exception Request in ServiceNow. Contact [ERM@Mass.gov](mailto:ERM@Mass.gov) and reference the ServiceNow ticket number associated with this request with any questions. Complete the sections that pertain to your request

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| **Policy Exception Request for Traveling Internationally with a Commonwealth Owned or Managed Device** | | | | | | |
| Exception to Information Security Standard IS.004: Asset Management - 6.7.10 *Ensure that Commonwealth-owned or managed devices do not leave the United States.* | | | | | | |
| **Traveler Information\*:** | | | | | | |
| **Name:** Click or tap here to enter text. | **Title:** Click or tap here to enter text. | **Business Unit/Department:** Click or tap here to enter text. | | **Secretariat and Agency:** Click or tap here to enter text. |
| **Email:**  Click or tap here to enter text. | **Phone:**  Click or tap here to enter text. | **Related ServiceNow Ticket Numbers** *(i.e. O365 International Access)***:**  Click or tap here to enter text. | | **Request Date:**  Click or tap here to enter text. |
| **Primary Country of Travel** Click or tap here to enter text. | **Departure Date:** Click or tap here to enter text.  **Return Date:**  Click or tap here to enter text. | **Primary Device Type:** Click or tap here to enter text. | | **Primary Asset Number:** Click or tap here to enter text. |
| **Additional Countries of Travel:**  Click or tap here to enter text. | **Additional Device Types:**  Click or tap here to enter text. | | **Additional Asset Numbers:**  Click or tap here to enter text. |
| **Is BitLocker Installed?**  Yes  No | **Is InTune Installed?**  Yes  No | **Are OS and System Patches up to date?**  Yes  No | | **Will a VPN be utilized during Travel?**  Yes  No |
| **Has Cybersecurity Awareness Training been Completed?**  Yes  No | | | **Has the** [**IT Support Contact**](https://www.mass.gov/how-to/request-it-support-or-services) **information been noted in the event of a security incident?**  Yes  No | | |
| **Describe Business Justification\***: *(Provide a concise justification for this request, detailing the essential business need to travel internationally with a Commonwealth managed device).* Click here to enter text. | | | | | | |
| **Describe User Access Rights\***: (*What access rights does the user have and to which specific digital assets. This includes the types of permissions they have (read-only, read-write, etc.) and the level of access they have (administrative, user, guest, etc.)).* Click here to enter text. | | | | | | |

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| **Describe User Device Privileges\***: *(What device-level privileges does the user have, such as local administrator access, or the ability to change system settings)* Click here to enter text. |
| **Describe Data Types and Classifications\***: *(What types of data (i.e. HIPAA, FTI, CHD, etc.), data classifications (i.e. Confidential, Internal Use, Public), and international travel related compliance requirements (i.e. data privacy laws or regulations) are in-scope for the request).* Click here to enter text. |

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| **CISO Approval\*:** |
| ***Note: CISO approval must be obtained and noted below.***  **Agency CISO Name:** **Date:** **Email Address:**  Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter text.   |  | | --- | | Approve |   *I acknowledge that Agency/Secretariat CISO has been made aware of the information provided in this form, understands and accepts the associated risks, and has approved this request.* |