# Accessibility/Security Review Checklist

Please complete **BOTH** the Accessibility and Security Checklists below. Check the YES or NO box for each question and follow the next steps indicated for that box.

If your answers indicate that a review is needed, please complete the review process with the designated team prior to finalizing your purchase.

Name of Software Being Considered: _____

| ACCESSIBILITY CHECKLIST | | |
|---|---|---|
| 1. **To the best of your knowledge, is this software - or a previous version of it - already in use on campus?**<br><br>*If you know that others on campus are already successfully using this software (i.e., this is simply another copy of Microsoft Office), the risk is minimal.* | ☐ **YES**<br>An Accessibility Review is *NOT* needed.<br><br>*Move to Security Review (Q4)* | ☐ **NO / Don't Know**<br>Go to Question 2. |
| 2. **Will the software be used by people outside your unit?**<br><br>*If you are purchasing the software/service for those in your immediate unit (i.e., they are members of your research team, or work in your department) you are more likely to know about any existing accessibility needs for your users. If, on the other hand, you're purchasing this software for folks outside of your unit/your sphere of knowledge, we can help evaluate the risk involved in purchasing for this group.* | ☐ **YES**<br>An Accessibility Review is needed. See contact info below to start.<br><br>*Move to Security Review (Q4)* | ☐ **NO**<br>Go to Question 3. |
| 3. **Is there an alternative way to perform the task if the software cannot be used due to a disability?**<br><br>*Can you offer a reasonable workaround (called an* accommodation*) through which a user can do the work instead? NOTE: If you cannot think of an alternate way, it does not disqualify the purchase, it simply means we need to fully understand the intended user base.* | ☐ **YES**<br>An Accessibility Review is *NOT* needed. Skip to Question 4. | ☐ **NO**<br>An Accessibility Review is needed. See contact info below to start.<br><br>*Move to Security Review (Q4)* |

**To Complete an Accessibility Review:**
Forward a copy of this questionnaire and your contact information to the Accessibility team (it-accessibility-review@uci.edu) as soon as possible to initiate the process. Please remember the review needs to be completed **prior to** proceeding with your purchase.

| SECURITY CHECKLIST | | |
|---|---|---|
| 4. **Is this software used to collect, store, or transmit Restricted Data or process payments of any kind?**<br><br>*Restricted Data refers to any confidential or personal information that is protected by law or policy. Examples include, but are not limited to: Personal Identity Information (social security numbers, etc.), electronic protected health information, credit card data, etc. Please refer to the security website for further definitions.* | ☐ **YES**<br>A Security Review is needed. See contact info below to start. | ☐ **No**<br>Go to Question 5. |
| 5. **Is this software used to collect, store, or transmit data governed by a federal research contract or grant?**<br><br>*Some federal research contracts or grants have specific data security requirements. The security team can help you review and meet these requirements.* | ☐ **YES**<br>A Security Review is needed. See contact info below to start. | ☐ **NO**<br>Go to Question 6. |
| 6. **Could the misuse of this software directly cause significant harm to life or property?**<br><br>*Examples include software used to regulate elevators or other heavy equipment, control alarm systems or temperatures, provide safety for lab equipment, etc.* | ☐ **YES**<br>A Security Review is needed. See contact info below to start. | ☐ **NO**<br>A Security Review is *NOT* needed. |

**To Complete a Security Review:**
Forward a copy of this questionnaire and your contact information to the IT Security Team (securityreviews@uci.edu) as soon as possible to initiate the process. Please remember the review needs to be completed ***prior to*** proceeding with your purchase.

I have completed the Accessibility / Security Checklists above. The results were (check all that apply):

☐ Accessibility Review was required and has been completed

☐ Security Review was required and has been completed

☐ No Review was required

_____     _____
(name)                                                    (date)


_____
(department/unit)