**Date of submission to Information Security:** \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

**Send the completed application for exemption to:**[informationssikkerhed@au.dk](mailto:informationssikkerhed@au.dk)

|  |
| --- |
| Application for exemption regarding: |
| Please state which system, service or solution the application concerns. |
| Applicant: |
| Name:  AUID:  Unit: |
| Reason for applying for an exemption: |
| *A thorough description of what the exemption concerns.*  *Why is exemption being applied for and what does the exemption concern?*  *What initiatives have been taken and what new solutions have been developed to avoid exemption?*  *Why have initiatives and new solutions not been successful – is the reason technical or financial?* |
| Consequences for the business if exemption cannot be granted: |
| *Are there users who cannot perform their daily functions?*  *Can AU lose revenues – i.e. financial considerations?*  *Is personal data being processed incorrectly in relation to the GDPR, with possibility for a reprimand from the Danish Data Protection Agency?* |
| **Technical vulnerabilities and risks of continuing with the current solution:** |
| *Can the system not be patched up to a suitably secure level?*  *Can there be problems with access rights?* |
| Involvement: |
| *Who is involved in the application for exemption in addition to the applicant (e.g. steering committee, system owner, manager)?* |
| Date and plan for expiry of the exemption: |
| *From when to when is the exemption to apply?*  Start date:  End date:  **As the exemption is not indefinite, there must be a plan to have a solution ready by the end date of the exemption:**  *What is the plan for terminating the exemption at the end date?*  **Outline the main activities in the solution below:**   1. activity 2. activity 3. etc. |
| Appendix: |
| *List and brief description of any appendixes to the application* |

To be completed by Information Security once the exemption has been processed:

|  |  |
| --- | --- |
| **Date of processing:** |  |
| **Cherwell case number:** |  |
|  | **Reason** |
| **Exemption granted:** | Insert a copy of the email to the applicant with an explanation and any reservations. |
| **Exemption not granted:** | Insert a copy of the email to the applicant with explanations and reasons. |