



Request for review of Microsoft 365 integration software

Complete this form to request review of software for integration with UVic's Microsoft 365 service. Contact the UVic Computer Help Desk (helpdesk@uvic.ca) if you have questions about this form.

This completed form must be provided to the UVic Computer Help Desk to initiate review of an application, add-on, or net-new service--henceforth referred to as the 'requested feature'--for inclusion in UVic's Microsoft 365 service. Once this form is completed and provided to the UVic Computer Help Desk, the requested feature will be queued for review.

Information collected through this form will be used to evaluate the full scope of work required to ensure the requested feature can be deployed in alignment with University of Victoria policies including:

IM7200 - Acceptable Use of Electronic Information Resources Policy

IM7800 - Information Security Policy

GV0235 - Protection of Privacy Policy

Contact Information

Name:

Date:

Ticket Number:

V#:

Email:

Feature Details

1) Review the current services offered through UVic's Microsoft 365 platform here: <https://www.uvic.ca/systems/support/computersoftware/microsoft365/all-apps.php>. Of these services, which do the requested feature integrate with? If you are requesting a net-new feature unrelated to existing services, please indicate so.

2) Provide a brief description of the requested feature and the functionality it will provide if integrated with UVic's Microsoft 365 service.

3) Provide a link to the requested feature's support documentation.

4) What vendor or open-source community/developer developed and/or owns the requested feature? If the requested feature is owned and/or developed by a vendor, provide a link to their privacy policy.

5) Does the requested feature cost money? If so, provide a link to the requested feature's webpage(s) pertaining to its cost and the funding source for the feature.

6) Please enter any additional information you wish to provide here.

To be completed by University Systems staff:

7) Is the requested feature developed and owned by Microsoft?

Yes

No

8) What are the Microsoft 365 technical and licensing pre-requisites of the requested feature. Does UVic's Microsoft 365 service and licensing satisfy these pre-requisites?

*Skip the following section (questions 10 through 11c) if you answered **yes** to question 7*

10) Has a UVic Privacy Impact Assessment (PIA) been conducted for the requested feature or it's vender/developer's services?

11a) Does data stored by the requested feature remain inside Canada?

Yes

No

11b) Is the requested feature's data stored at rest outside of Canada?

Yes

No

11c) Is the data at rest encrypted?

Yes

No

Requested feature review outcome

Approved

Denied

Justification

Approver