

# CJARS Virtual Data Enclave Data Security Plan

last updated 10/16/2025

<b>Work Location: From</b> where will you log in? CHOOSE ONE: (fill out a separate form for more than one login location) Home:      Address:      Work:      (Include office #, bldg name, street address, city, state, and zip)
<b>Workstation Specifications:</b> Make/model: Form Factor: Desktop      Laptop Operating System (Please note version #):      Windows:      Version: Mac:      Version:
<b>Workstation Login Access:</b> Who can log into your workstation? Yourself:      Others(specify): What information is required at login on your computer? User name: Yes      No      Password: Yes      No
<b>Workstation Monitor Position:</b> Describe how workstation is positioned to prevent unauthorized viewing (Check windows and doors. If monitor is in an open or shared space it needs a screen filter):
<b>Workstation Antivirus:</b> Describe <b>brand and version</b> of antivirus software installed on workstation: Windows Defender      Symantec      McAfee      Version: Sophos      Norton      none Other (specify brand/version):
<b>Smartphone Number:</b> Download of DUO Mobile application is required for Two-Factor Authentication smartphone number: <i>Use of a smartphone is the simplest, fastest, and most cost-effective method for two-factor authentication. If this is not possible, a standard cellular phone or landline may be used, but expect delays and potential future costs associated with these methods.</i>

Principal Investigator Name

User Name      User Title      User Institution

User Signature      Date      User Email

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Provide signature of an IT Representative familiar with the workstation described. **\*Required unless it is a personally owned machine used in a home office OR the current work environment does not permit in-person contact with the IT representative.**

IT Department Contact Name      IT Contact Title      IT Contact Telephone

IT Contact Signature      Date      IT Contact Email