The University of Vermont

UVM PROCESS

1. PROPOSE
   RO or designee submits impact form online at https://www.uvm.edu/policies/forms/data-privacy-risk-assessment-form

2. PROPOSAL APPROVAL
   PAT approves, denies or returns with alternative suggestions or recommendations.

3. DRAFT & REVIEW
   RO drafts/updates in PowerDMS. PowerDMS will notify OCPS that policy is ready for circulation.

4. COMMUNICATE
   OCPS updates Policy Website & notifies RO, RO designee, PAT & OGC. VPOPS notifies campus in newsletter.

5. FINAL REVIEW & APPROVAL
   OCPS formats and sends to GC/SAP who obtains signatures. Once signed, GC/SAP emails signed copy to policy@uvm.edu

6. REVIEW & REVISE
   GC/SAP scans and archives signed electronic versions. OCPS updates cycle in PowerDMS. Cycle repeats.

7. EDUCATE
   RO’s provide education and training as appropriate to affected personnel.

8. HOUSEKEEPING REVISIONS/EDITS
   DCS/CPO has authority to make housekeeping revisions without further notification.

**KEY STAKEHOLDER REVIEW THROUGHOUT PROCESS**

* PAT reserves the right to require re-circulation should the changes be significant enough to warrant additional review. If changes impact the operations of another department or alter existing responsibilities, RO’s are required to solicit input from the affected areas.

**ABBREVIATION LIST:**
- CBU = Collective Bargaining Unit Review Group
- DCS/CPO = Director of Compliance Service & Chief Privacy Officer
- GC/SAP = General Counsel & Special Advisor to the President
- OCG = Office of General Counsel
- PAT = Policy Advisory Team
- PRG = Policy Review Group
- RO = Responsible Official
- VPOPS = VP of Operations & Public Safety

**FORMS:**
- Impact Form
- Risk Assessment Form

**WEB RESOURCES:**