Luther Seminary Software System Selection Policy

I. Overview/Purpose

This policy defines the approval process for adoption of a software system (either in the cloud or on Seminary servers).

II. Scope

This policy applies to any Luther Seminary software system.

III. Definitions

Software System - a software application that will either be used by Luther Seminary users or will store information about Luther Seminary users.

IV. Policy

1. New vendors and software that will be holding Seminary data must have approval recorded (such as in email) by the Information Technology and Finance departments. Emailing helpdesk@luthersem.edu is the best way to start the process.
2. New vendors holding Seminary data should be requested and encouraged to fill out the HECVAT Lite spreadsheet. This instrument helps the Seminary assess the risk the vendor poses. The person or department sponsoring the software should relay this to the sales contact.

Revision History

Revision	Change	Date
1.0	Initial Version	08/03/2021