Information Technology Services

International Travel Data Security Questionnaire

1. Do you plan to travel to an embargoed destination?
    a. <u>Note:</u> Certain countries such as Belarus, Burma, Cuba, Iran, Libya, North Korea, Somalia, Sudan, Syria and Zimbabwe have seen increased restrictions. For an updated list for these sanctioned countries and other restrictions, please visit:
        i. https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx
	☐ YES
	☐ NO

2. Will you be taking any information or technology that is not available in the public domain or educational areas, is classified, or is subject to export control regulations (including materials in print or electronic versions)? **Export Controlled Materials** includes technology, software, and information related to the design, production, testing, maintenance, operation, modification, or use of controlled items or items with military applications. It does not include basic marketing information on function or purpose; information regarding general scientific, mathematical or engineering principles commonly taught in universities; or information that is generally accessible in the public domain.	☐ YES ☐ NO
3. Are you taking any biological or hazardous materials abroad? If **YES**, have you obtained approval from Environmental Health & Safety (EHS)?	☐ YES ☐ NO ☐ YES ☐ NO
4. Will you be presenting at a conference or meeting? If **YES**, will you be presenting information that is not available in the public domain or fundamental research?	☐ YES ☐ NO ☐ YES ☐ NO
5. Will you be attending a closed conference or meeting? a. <u>Note:</u> A closed meeting is not open to all technically qualified members of the public.	☐ YES ☐ NO

6. Will you be taking any Personal and/or University materials or equipment with you? If so, please list those items here:
    a. _____
    b. *If **YES** for university, please complete the ITS check-out form to use the equipment abroad.*
	☐ YES – Personal
	☐ YES - University

			☐ NO
7.	Will you be providing a service or financial assistance jto a foreign entity while traveling internationally?		☐ YES
			☐ NO
	a. <u>Note:</u> "Financial Assistance" includes hiring of project personnel. "Services" includes providing research assistance, assisting in data analysis, etc.		
8.	Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?		☐ YES
			☐ NO
9.	Will you be sharing ASU-Beebe or ASU-System developed, non-commercial encryption software in source code or object code?		☐ YES
			☐ NO
10.	Do you know or have any reason to believe that the information you will be sharing or the activities you will engage in while traveling will have a military use or will provide a military service?		☐ YES
			☐ NO
	a. <u>For example</u>: Will the information you carry with you or the discussions you have aide in the design, development, production, stockpiling or use of nuclear explosive devices, chemical or biological weapons or missiles?		

Additional Security Questions

Has the equipment been reserved at least 30 days prior to my travel date, to allow time for any system, phone, or other device to be configured for appropriate travel that falls within the export controls guidelines?	☐ YES ☐ NO
Will any additional software be installed on any device that may require additional licensing? If so, this process will need to be handled through the Office of Research Compliance?	☐ YES ☐ NO
I understand that network resources should not be used or accessed including shared drives and folders, VPN, or any other resources that may subject the network to any malware or intrusion.	☐ YES ☐ NO
I agree that USB, flash drives, and any other device that transmit information should not be connected to University resources, upon my return or until ITS has scanned for viruses and given clearance to use.	☐ YES ☐ NO
I agree to not install any new software on this equipment without prior approval from the ASU-Beebe ITS department.	☐ YES ☐ NO

If you have any questions that you may have regarding software, technology, data security, or export control contact ITS @ 501.882.8999.

I hereby certify that I have read and understand the information provided regarding compliance with export laws and regulations. I understand that I could be personally liable if I unlawfully export or disclose export controlled information or technology to foreign nationals without prior approval. I have provided complete information in responding to the questions listed above.

_____   _____   _____

TRAVELER NAME   TRAVELER SIGNATURE   DATE

_____   _____   _____

ITS REP NAME   ITS REP SIGNATURE   DATE