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Attention:
University of British Columbia information technology personnel and unit administrators

Dear IT personnel and unit administrators,

   In my capacity, as the Information Security Management Associate Director, I have been asked to provide an opinion with respect to Xerox's access, via Xerox Device Manager (XDM), to various imaging devices (printers, document centers, scanners and fax machines) throughout UBC's networks. The formulation of this opinion included a review of the contracted terms between UBC and Xerox, an assessment of the technical and procedural processes for accessing the XDM server and UBC systems, an assessment of any risks incurred by data from XDM being transferred off-site to Xerox servers, as well as an assessment of the protection of privacy and confidentiality for the University's data assets.

   To this end I have worked with University Counsel, Supply Management, Xerox and UBC IT to assess the overall risk to UBC. As a result I am confident that UBC's interests, with respect to the protection of our data and information systems security, have been addressed through the definition of terms and processes for:
1. Xerox to uphold the protection of privacy with respect to UBC's data assets;
2. Xerox to protect the confidentiality of UBC's data network architecture and topology;
3. Xerox to comply with any, and all, data destruction requests from UBC;
4. Limitation of access to the XDM server, which interacts with UBC's networks, to only specifically designated Xerox personnel;
5. UBC to audit the data collected and the security of the XDM server;
6. Limitation of ports used by the XDM server to access UBC networks, as well as ports and encryption used by the XDM server to access XGS' off-site servers via the internet;
7. Limitation of data types that the XDM server will collect from UBC's systems;
8. Hardening the security of the XDM server;
9. Reducing the exposed internet footprint of the XDM server.

As a result of this review an additional document entitled "Xerox Device Manager at UBC" was created to further refine these items and formally clarify any terms as required; it is included with this letter. It is my professional opinion that UBC and Xerox have taken all reasonable steps to protect UBC's data assets and that the risks posed by allowing XDM to access our resources is tolerable.

Sincerely,

Larry Carson
Associate Director, Information Security Management
UBC Information Technology