

Example Security Policy Exception Request Form

This is an example security policy exception request form. Use this as a guide to create a security policy exception request form for your organization.

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Use this form to request an exception to a security policy, standard, or practice.

### Requester Information

- *\*Name:* \_\_\_\_\_
- *\*Department/team:* \_\_\_\_\_

### Exception Details

- *\*Security policy/standard/practice for exception:* \_\_\_\_\_
- **Policy reference (if applicable):** \_\_\_\_\_
- *\*Description of exception request:* \_\_\_\_\_

### Business Justification

- *\*Provide a detailed justification for the exception, including specific business needs and potential benefits:* \_\_\_\_\_

### Impact Assessment

- *\*Potential impact of this exception on security, including any associated risks:*  
\_\_\_\_\_

### Mitigation Plan

- *\*Compensating controls or measures in place to minimize risks associated with this exception:* \_\_\_\_\_

### Duration of Exception

- *\*Start date:* \_\_\_\_\_
- *\*End date:* \_\_\_\_\_

## Supervisor's Approval

- **Has your immediate supervisor approved this exception request?** (Yes/No)
- *\*Supervisor's name:* \_\_\_\_\_
- *\*Approval date:* \_\_\_\_\_

\* Required field

Your exception request will be reviewed by the information security officer and relevant stakeholders as necessary. Please allow three to five business days for processing. Contact [security@example.com](mailto:security@example.com) with questions or to follow up.