

# Emory LITS Mobile Application Distribution Internal Review Checklist

Category	Required Information	Response
Responsible Emory Staff		
	Emory application owner (This person will be contacted in the event the application is rejected or removed from the marketplaces or in the case of general inquiries from mobile application marketplaces)	
	Emory technical application contact (This person will be contacted in the event the application is rejected by the marketplace for technical reasons that are quickly resolved or for other technical inquiries)	
App		
	App Name (as it appears on the Emory App Catalog)	
	App Description (as it appears on the Emory App Catalog)	
Sensitive Data	Does the mobile application store, process, or transmit any information that Emory deems sensitive data? Categories of sensitive information may include, but are not limited to the following	
	<ul style="list-style-type: none"> <li>Social security numbers, including partial social security numbers (last 4 digits)</li> </ul>	
	<ul style="list-style-type: none"> <li>Protected health information (PHI) as defined by HIPAA</li> </ul>	
	<ul style="list-style-type: none"> <li>Non-directory student information</li> </ul>	
	<ul style="list-style-type: none"> <li>Credit/debit card numbers, P-Card numbers, and other PCI cardholder data</li> </ul>	
	<ul style="list-style-type: none"> <li>Financial aid information</li> </ul>	
	<ul style="list-style-type: none"> <li>Bank account numbers</li> </ul>	
	<ul style="list-style-type: none"> <li>Information protected by non-disclosure agreements (NDAs) or other third party data that Emory is legally or contractually obligated to protect (<b>Note: the security provisions contained in NDAs and contractual agreements may vary significantly, so robust security measures may not be required in all situations.</b>)</li> </ul>	
	<ul style="list-style-type: none"> <li>Law enforcement and investigative records</li> </ul>	
	Note that if sensitive information is collected and stored, Emory policies may require a security review and/or an appropriate written risk assessment. Are these reviews and assessments complete?	
Intellectual Property Statement		
	Has the Emory Office of Technology Transfer (OTT) and Emory Legal Counsel reviewed the IP and confirmed that OIT may submit the application to the Apple App Store and/or Google Play?	
Commerce Verification		
	Will Emory charge for the application or will it be free?	
	Are there in application purchases or other commercial aspects to the application?	
	Has the Emory Office of Technology Transfer (OTT) and Legal Counsel reviewed these aspects of the application and provided certification that they are compliance with the Apple and Google terms of use?	

	Has University Communications reviewed these aspects of the application?	
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