

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT'S OF PUBLIC WELFARE, INSURANCE, AND AGING

INFORMATION TECHNOLOGY POLICY

Name Of Policy: IT Security Incident Reporting	Number: POL-ENSS002
Domain: Security	Category:
Date Issued: 01/07/2008	Issued By Direction Of:  Sandy K. Patterson, CIO Bureau of Information Systems
Date Revised: 11/07/2014	

Abstract:

In order to protect the confidentiality of data as it relates to the citizens of Pennsylvania, it is imperative that this policy be followed when IT assets such as, computers, laptops, mobile devices, files, etc.; are lost or stolen.

General:

This policy applies to all Program Offices, contractors, and business partners under the Department of Public Welfare. The procedures contained within this policy supplement (not replace) existing procedures for reporting thefts within Commonwealth facilities. Questions about this policy may be directed to John Miknich at 717-346-1559.

Policy:

Program offices, contractors and Business Partners are to promptly complete a [IT Incident Reporting Form](#) and email it to ra-itsecurity@state.pa.us or fax it to 717-772-7163 within 4 hours of identification of the lost/stolen IT asset. In addition, John Miknich should be notified of all major thefts/losses immediately via phone or email. This includes but is not limited to desktops, laptops, Blackberries, CD/DVD Rom disks, USB memory sticks, etc. This policy also covers the loss of any data such as confidential data being sent to the wrong person.

The attached DPW IT Incident Response Form collects the minimal information needed to report and investigate a security incident. It is the DPW Chief Information Security Officer's responsibility to do an impact analysis on the type of security breach/data loss and report it to the Governor's Office of Administration/Office of Information Technology (GOA/OIT) in accordance to Information Technology Bulletin Sec024.

IN THE EVENT THAT THE LOST/OR STOLEN IT ASSET IS RECOVERED, DO NOT POWER ON OR OFF THE DEVICE. Doing so could destroy evidence that may be helpful with the impact analysis.

Exemptions from this Policy:

There will be no exemptions to this standard.

Refresh Schedule:

All policies and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Policy Revision Log:

Change Date	Version	Change Description	Author and Organization
01/07/2008	1.0	Initial Creation	Tom Zarb
04/28/2008	1.1	Added link to reporting form	Tom Zarb
06/09/2010	1.2	Updated contact information	Tom Zarb
03/26/2013	1.3	Updated contact information	Clifton Van Scyoc
11/07/2014	1.4	Updated contact information	Pam Skelton