



Policy: Information Security Incidence Response

CITATION REFERENCE

Official Title: Information Security Incidence Response

Abbreviated Title: IT Incidence Response

Volume: CCGA IT Policies – Ref #1

Responsible Office: ITS Department

Originally issued: February 2016

Effective Date: 3/1/2016

Revised:

Policy Statement

Any perceived breach in information security must be reported to the information security officer and the chief information officer immediately.

The information technology services department will respond to security incidents via the attached collaborative model and technical procedures diagrams. This response may include additional members of the Technology Services department. Other individuals or departments will also take part in the response as appropriate (i.e. FERPA issues will need the registrar's participation).

Depending on the situation, the information services department reserves the right to act immediately to resolve any active security issues regardless of inconvenience to users. Where appropriate and feasible, all efforts will be made to notify users in advance of any actions that will cause a disruption in service.

At a minimum, the Information Security Incidence Response Plan will be reviewed and evaluated on an annual basis. Any necessary changes will be brought to the Technology Advisory Committee and the Cabinet.

Reason for Policy

It is essential for the College to have a response plan in place in the event of an information security breach in order to respond in a timely and appropriate manner in accordance with the state ITS handbook. Having this policy is also a requirement of the state ITS handbook.

Entities Affected By This Policy

All faculty and staff of the College of Coastal Georgia.

Who Should Read This Policy

All faculty and staff of the College should be aware of this policy.

Contacts

Contact	Phone	E-Mail/URL
Alan Ours, CIO	(912) 279-5762	aours@ccga.edu

Website Address for This Policy

<http://www.ccgga.edu/techservices>

Related Documents

Incident Response Collaborative Model – IT Policy Ref #1a

Incident Response – Technical Procedures – IT Policy Ref #1b

Definitions

None

Overview

See policy statement

Responsibilities

(Party)	(Responsibility)
Information Security Officer, College of Coastal Georgia	To ensure this policy is followed and reviewed annually.
Chief Information Officer, College of Coastal Georgia	To ensure this policy is followed and reviewed annually.

Forms

None

Appendices

None