

North Carolina Agricultural and Technical State University
Division of Information Technology
IT Security and Audit Department

Security Breach Procedure

Instructions: The NC Identity Theft Protection Act defines a security breach as “an incident of unauthorized access to and acquisition of unencrypted and unredacted records or data containing personal information where illegal use of the personal information has occurred or is reasonably likely to occur or that creates a material risk of harm to a consumer. Any incident of unauthorized access to and acquisition of encrypted records or data containing personal information along with the confidential process or key shall constitute a security breach.” When a security breach involves personal identifiable information (i.e. social security number) and/or information that is restricted or confidential according to federal laws, state laws, industry standards, and University policies, notification must be sent to the entity(s) affected by the security breach. Follow the security breach procedure below. If you have questions, contact IT Security & Audit at itsecure@ncat.edu.

1. The department/division where the security breach occurred must file a police report. If the breach involved information that can be used to commit identity theft (i.e. social security number, bank account, credit card number, etc), the police report will provide a record of the incident for the three major credit agencies and/or the business(s) involved with the breach.
2. If a department/division wants to offer free credit monitoring service (i.e. LifeLock) for a period of time to the affected entity(s), the department/division is responsible for paying for the service.
3. The department/division must notify the affected entity(s) in writing. IT Security and Audit will provide templates to the department/division that can be customized by the department/division.
4. The department/division must review the notification letter with the Office of Legal Affairs before sending it to the affected entity(s).
5. The department/division can send the notification letter(s) by postal mail or by e-mail. If a notification letter(s) is sent by e-mail, it must be sent from the department/division e-mail address.

Reference:

NC Identify Theft Protection Act http://www.ncleg.net/enactedlegislation/statutes/pdf/byarticle/chapter_75/article_2a.pdf