I. PURPOSE

To ensure that Information Technology (IT) incidents are properly reported and acted upon in order to protect the confidentiality, integrity, and availability of DPS systems.

II. SCOPE

This policy applies to all employees, including permanent, contractual, and consultant employees who work for the Department of Public Safety and use the Department of Public Safety computing and networking resources. All users are expected to become familiar and comply with the guidance provided herein. Questions regarding this policy should be directed to the Department of Public Safety's Information Security Office.

Statutory and/or Regulatory Authority: State Information Security Manual; G.S. §147-33.110; G.S. §147-33.113

Definition:
Information Technology (IT) Security Incident – A violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices.

III. POLICY

All information technology security incidents must be reported to the DPS Information Security Office and the following methods may be used to report an incident:

1. Contacting the MIS Help Desk; or

2. Contacting a member of the DPS Information Security Office staff directly

The DPS Information Security Office will classify reported incidents and coordinate the IT incident response procedures.