Reporting a Security Incident

1. **PURPOSE**

   This procedure establishes the guidelines for reporting a security incident at Northern Pennsylvania Regional College ("NPRC" or the "College").

2. **APPLICABILITY**

   This procedure is applicable to all NPRC employees and students.

3. **ASSOCIATED POLICIES AND DOCUMENTS**

   3.1 CLDR-1010: Policy Review Schedule

   3.2 NPRC-5010: Information Security

   3.3 FORM-5010-01: Security Incident Report

4. **DEFINITIONS**

   4.1 A **Security Incident** is any incident that may affect the security of the employees, students, property, systems, and data of the College. Security incidents include, but are not limited to stolen equipment, data breaches, and unauthorized access.

   4.2 An **Employee** shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff or faculty.

   4.3 A **Student** is any individual enrolled in any courses(s) of instruction offered by NPRC.

   4.4 A **Data Breach** is any security incident in which unauthorized parties access sensitive or confidential information, including personal data (Social Security numbers, bank account numbers, healthcare data) and corporate data (customer records, intellectual property, financial information).

   4.5 **Equipment** shall refer to the computer, tablet, distance learning unit, power cord, charging brick and, in some instances, protective case, or any other items assigned or loaned to a User.

5. **PROCESSES, TIMELINES, AND RESPONSIBILITIES**

   5.1 NPRC employees and students are expected to report any security incident of which they are either a victim or witness, as soon as reasonably possible.

5.2 Security incidents are reported by completing [FORM-5010-01 Security Incident Report](#) located on the College website.

5.3 All FORM-5010-01 submissions will be reviewed by the appropriate team based on the type of incident.

    5.3.1   Theft or damage of equipment incidents will be routed to the IT Helpdesk for review and processing in accordance with the Department of Information Technology, Safety, and Facilities operating procedures.

    5.3.2   Building incidents will be routed to the Facilities and Safety Committee for investigation and resolution.

    5.3.3   Data Breach incidents will be routed to the Data Breach Subcommittee of the Records Retention Committee for investigation, mitigation, and analysis.

    5.3.4   Incidents not fitting into the above categories will be routed to the Facilities and Safety Committee for review and disposition in accordance with NPRC Policies and federal, state, and local statutes.

5.4 The incident reporter will be notified that the incident report has been received.

5.5 All Security Incident reports will be reviewed and documented by the Facilities and Safety Committee.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1010: Policy Review Schedule.

7. APPROVAL

_____   _____   _____
Name   Title   Date

Revision Notes: Procedure in Origination