Administrative Procedure 140- Appendix I

Suspected Security Breach of Digital Information Checklist

1. As soon as a user suspects a breach of digital information, the user must immediately notify by email, the Director of Information Systems.

2. The user will report in an email to the Director of Information Systems, all known information about the possible breach of digital information.

3. If the user is in a school setting a copy of the notification e-mail will be sent to their building Principal. If the user works in central office the user will send a copy of the e-mail to their immediate supervisor.

4. Upon receipt of a notification e-mail concerning a suspected breach of digital information the Director of Information Systems will immediately notify the Superintendent of Schools and the Division's FOIP Officer. The Director of Information System will also send an e-mail to the person reporting the suspected breach of digital information confirming that the notification has been received.

5. Upon receipt of a notification e-mail concerning a suspected break of digital information the Director of Information Systems will immediately launch an investigation and within 12 to 24 hours make initial recommendations to the Superintendent of Schools.