

Security and Data Breach Checklist

Immediately:

- Identify the nature of the breach
- Identify the source of the breach if possible
- Was the breach accidental, malicious, or unknown?
- What is the worst scenario of the breach?
- What is the most likely scenario?
- Document everything you find and immediately report to senior level management.
- Contact law enforcement if necessary.

Within 72 hours:

- Disclose breach to any potentially affected visitors
- Disclose breach to Data Protection Authority if required
- Assist management with Press Release if requested.

As soon as possible:

- Take necessary actions to prevent future data loss or security breach
- Provide recommendations to rectify issues with affected visitors
- Document all actions taken

Within 30 days:

- Issue summary of nature of breach, disclosures, rectifications and supporting documents. Provide summary to management, Data Protection Authority, or law enforcement as required.