Data Breach Management Policy

Policy #: TC-ITS-135   **Approved By**: Paul Hopingardner, County Executive, Technology & Operations
Version #: 1.3   **Effective Date**: May 30, 2015

Accountability & Responsibility

This policy is governed by the accountability and responsibility section found here.

Purpose

The purpose is to assist employees of Travis County in defining and identifying potential security breaches of protected information, such as personal and confidential information, and to minimize the loss and destruction of data, mitigate the weakness that was exploited, and restore all computing and other impacted services to Travis County.

Policy

Travis County will employ policies, technology, and education to identify security breaches. Travis County will ensure that if a data breach is discovered, the steps laid out in this policy will be followed in order to prevent further damage, assess the severity of the breach, and manage all breach-related activities.

Procedure(s)

In the event of a possible breach, the Incident Response Plan (IRP) will be followed.

Technology:
The technology infrastructure at Travis County will be monitored for data breaches utilizing standard industry technologies including but not limited to the following:

- Firewall
- Intrusion Detection Systems/Intrusion Prevention Systems
- Virus Protection Systems
- Malware Protection Systems
- Event Monitoring Systems

Education:
Travis County business users and IT staff will be educated in standard breach identification and prevention methodologies; including but not limited to the following:

- Suspicious PC activity
- Suspicious emails regarding protected information
- Virus, Malware, and Security software alerts
- Phishing methods

Policy Revision

Version	Purpose/Changes	Editor	Date
1.0	Travis County Information Technology Services Information Security Policies Creation	Randy Lott	05/30/2015
1.1	Merged discovery into this policy and removed any HIPAA specific references.	Security Policy Group	04/13/2016
1.2	Updated name of CIO	Randy Lott	12/18/2017
1.3	Updated policy number from 502 to 135 and updated approver's title.	Joyce Miller	11/20/2019