# GTC DATA BREACH SIMULATION TRAINING

# January 18, 2017

# Incident Response Plan (EXAMPLE)

# GENERAL NOTES

* **FRAMEWORK**: This document has been prepared for the data breach simulation training purposes only and outlines, at a high level, a framework upon which to build a cross-functional incident response plan designed to enable a rapid, thoughtful response and preserve attorney-client privilege. It does not contain any detailed discussion of common vulnerabilities/technical aspects of incident response or of specific legal requirements for particular types of data (e.g., health information, financial/payment data, children’s data etc.).
* **CUSTOMIZE**: There is no “one size fits most” Incident Response Plan. A response plan should be customized for your organization, with input from all key stakeholders.
* **24/7 NUMBER**: We recommend having a 24/7 response number where incidents can be immediately reported to trained personnel who have a prepared questionnaire to gather key information and route to the appropriate person(s) on the Incident Response Team. This could be the IT Dept. help desk, the Security Desk, or an outside incident response service provider.
* **ACCESS & UPDATES**: An Incident Response Plan will be worthless in practice if the right people do not have it readily available to consult in the event of an incident. Make sure all Incident Response Team members are able to access the most current version of the plan at all times. Conduct simulation exercises for the team in addition to other ongoing educational/training efforts. Update contact info periodically due to staff turnover or changes in roles. Train the Board and Executive Assistants for C-suite team members also.
* **TRAINING**: Consider how new employees/contractors/vendors will be alerted to the appropriate Incident Response process and how to keep it “top of mind” through periodic trainings/reminders (including fake spearfishing emails, for example).
* **ADDITIONAL DOCUMENTS**: Each particular functional group involved in incident response should also have its own document(s) with additional process details, such as the IT department (with technical details regarding how to identify, investigate and mitigate security vulnerabilities, change passwords, and restore data from backups if needed), Legal Department (names and contact information for key outside data breach response/litigation counsel, documents tracking - either directly or via outside counsel - any specific requirements for breach notices or for highly-regulated data if the organization routinely collects such data, e.g., health care, financial, educational, or children’s data), and PR, Customer Service and HR (each should have draft scripts/templates for notices/responses to enquiries from press, customers and employees).
* **SEVERITY**: Establish general guidelines for when the Incident Response Team should be alerted to an incident (or potential/suspected incident). Most IT Departments routinely deal with security threats as part of the regular course of business. While it is good to err on the side of reporting, the Incident Response Team should not duplicate routine day-to-day IT operations.
* **DOCUMENTATION**: The form for documenting the data breach investigation should be prepared in advance, and the response team should decide who is responsible for consolidating the master log in a manner that preserves attorney-client privilege.

[COMPANY/ORGANIZATION LOGO]

# PRIVILEGED & CONFIDENTIAL

# FOR INTERNAL USE ONLY

# INCIDENT RESPONSE PLAN

Last Updated: **January 18, 2017**

**24/7 Incident Response Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (IT Help Desk)**

**Security is a top priority. Do not hesitate to call the Incident Response Number any time 24/7. Please call versus emailing or texting. If for any reason the 24/7 number is not working, call the Incident Response Lead (or Backups if the Lead is not available).**

The Incident Response Team Lead and Backups are as follows:

*[CONTACT INFORMATION FOR LEAD AND TWO BACKUPS, INCLUDE THEIR PREFERRED NUMBERS - E.G., CELL]*

Contact information for the Incident Response Team is attached as Exhibit A.

This Incident Response Plan (and the contact information attached) will be updated periodically at:

*[INCLUDE HYPERTEXT LINK TO AN INTERNAL SECURE LOCATION WHERE THE MOST RECENT PLAN CAN BE DOWNLOADED]*

Initial incident reports from employees and contractors typically will be received via the 24/7 number listed above. If any Incident Response team member receives an incident report directly, they should instruct the person reporting the incident to call the 24/7 number immediately so that the report intake form (Exhibit B) can be completed and routed properly.

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# INCIDENT RESPONSE PLAN (CONTINUED)

**GENERAL RESPONSE PROCESS**

(subject to adjustment in a particular incident in the discretion of the Incident Response Team)

1. Upon receipt of a report, the Incident Response Team Lead will determine whether to alert the entire Incident Response Team based on the general severity level guidelines attached as Exhibit C. The Incident Response Team Lead will schedule an initial triage conference call for the Incident Response Team to discuss strategy for response (with Legal counsel present on the call), including:
2. Is the response urgent?
3. Is the incident real or perceived?
4. Is the incident still in progress?
5. What type of incident does this appear to be based on initial information? Examples: ransomware, malware, virus, worm, intrusion, abuse, damage, loss of physical equipment or documents, phishing/spearphishing etc.
6. What data or property is threatened? On what scale? Number of people affected?
	* Personal Information
		+ Name
		+ Address
		+ Social Security Number
		+ Date of Birth
		+ Email Address
		+ Phone Number
	* Financial/Payment Information (consult Exhibits for additional special procedures)
	* Health Information (consult Exhibits for additional special procedures)
	* Children’s Information (consult Exhibits for additional special procedures)
	* Educational Information (consult Exhibits for additional special procedures)
	* Account Numbers
	* Logins/Passwords
	* Servers? Network? Laptops? Mobile Devices?
7. Was any data threatened (or improperly accessed) stored in encrypted format?
8. How critical is the data or property threatened?
9. What is the potential impact on the business/organization?
10. What system(s) are targeted, and where are they located physically and on the network?
11. Does it appear to involve an inside attack/vulnerability or a purely external attack?
12. Can the incident be quickly contained? What steps are needed to mitigate risk?
13. What is the appropriate response strategy? Does the entire team need to be involved? Should any external Incident Response Team members be involved?
14. Does anyone else need to be notified (e.g., any other employees/contractors, additional executive level or Board level leadership, law enforcement, customers/partners) and if so what should be in that notification?
15. Are any data breach notifications likely to be required or appropriate? What are the most likely applicable deadlines for notifications (e.g., 72 hours for GDPR). Legal should track the timing/clock for the deadlines.
16. Next steps - process and expected frequency of updates.
17. All emails and other written communications should be prominently labeled with “PRIVILEGED & CONFIDENTIAL” and Legal counsel should be either the direct recipient/sender or a cc.
18. The Incident Response Lead will be responsible for coordinating all team calls, meetings, updates, and other communications, in consultation with appropriate team members and resources. Status updates should be provided by the Lead at least daily.
19. Assume that initial information received about the nature and scope of the incident is likely to be incomplete and inaccurate. Plan to conduct periodic Incident Response Team re-assessments.
20. ALL COMMUNICATIONS WITH THE PRESS/MEDIA SHOULD BE COORDINATED AND APPROVED BY THE PR AND LEGAL MEMBERS OF THE TEAM. If the incident is in the news (or expected to hit the news), remind all employees/contractors of this basic rule and that the organizations security systems are highly confidential. They should not discuss with family or friends or post comments on social media (Facebook, Twitter, Snapchat, etc). A basic reminder script should be prepared with PR, Legal and HR in advance of a breach so it is easy to modify quickly.
21. Use discretion in discussing the incident internally - be mindful of phone discussions in public places or in the presence of other people (even employees) who are not involved in the response.
22. Appropriate trained team members may use forensic techniques, including reviewing system logs, looking for gaps in logs, reviewing intrusion detection logs, and interviewing witnesses and the incident victim(s) to determine how the incident was caused. Only authorized personnel should be performing interviews or examining evidence.
23. During and after the incident, team members should consider any actions needed to mitigate the damage/exposure and prevent the occurrence from happening again or infecting other systems.
24. Evidence Preservation—make copies of logs, email, audits, and other communication. Keep lists of witnesses. Keep evidence as long as necessary to complete prosecution and beyond in case of an appeal. Ensure all is labeled “PRIVILEGED & CONFIDENTIAL” and stored by Legal.
25. If approved by Legal, the appropriate liason and the Lead, notify proper external contacts. See Exhibit A for contact information.
26. Assess damage and cost—assess the damage to the organization and estimate both the damage cost and the cost of the containment efforts.
27. Documentation— document the incident in an internal “Privileged & Confidential” report including:
	1. How the incident was discovered.
	2. The type and severity of the incident.
	3. How the incident occurred, whether through email, firewall, etc.
	4. Where the attack came from, such as IP addresses and other related information about the attacker.
	5. What was done in response?
	6. Whether the response was effective.
28. **Post-mortem**: Review response and update policies—plan and take preventative steps for the future.
	1. Consider whether a procedure or policy was not followed which allowed the intrusion, and then consider what could be changed to ensure that the procedure or policy is followed in the future.
	2. Was the incident response appropriate? How could it be improved?
	3. Was every appropriate party informed in a timely manner?
	4. Were the incident-response procedures detailed and did they cover the entire situation? How can they be improved?
	5. Have changes been made to prevent a repeat of this type of incident? Have all systems been patched, systems locked down, passwords changed, anti-virus updated, email policies set, etc.?
	6. Should any security policies be updated?
	7. What lessons have been learned from this experience?

**EXHIBIT A**

**PRIVILEGED & CONFIDENTIAL**

**INCIDENT RESPONSE TEAM CONTACT INFORMATION**

Last updated: **January 18, 2017**

**24/7 Incident Response Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INTERNAL INCIDENT RESPONSE TEAM MEMBERS**

**Lead** (typically IT):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lead Backup #1**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lead Backup #2**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IT**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IT Backup:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECURITY**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security Backup**:

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Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**LEGAL**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Legal Backup**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CUSTOMER SERVICES**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Legal Backup**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PR/Corporate Communications/Marketing**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PR Backup**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXECUTIVE LEADERSHIP:** [e.g., CEO/CFO/CIO/CISO/CPO]

**CEO**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information for CEO assistant:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CPO**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information for CPO assistant:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CISO**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information for CISO assistant:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIVILEGED & CONFIDENTIAL**

**INCIDENT RESPONSE TEAM CONTACT INFORMATION (continued)**

Last updated: **January 18, 2017**

**INCIDENT RESPONSE TEAM - EXTERNAL RESOURCES**

NOTE: EXTERNAL RESOURCES ARE TO BE CONTACTED ONLY WITH THE APPROVAL OF THE INCIDENT RESPONSE TEAM LEAD AND THE APPLICABLE INCIDENT RESPONSE TEAM MEMBER (AS INDICATED BELOW). THEY SHOULD NOT BE INCLUDED ON THE INITIAL INCIDENT REPORT.

**Designated Board Member for Incident Response Emergency Contacts (CEO/Legal):**

**Incident Response Service Provider (IT):**

**Forensics (IT):**

**Call Center (Customer Service):**

**Outside Counsel (Legal):**

**Law Enforcement (Legal):**

**International:**  [MAY NEED TO LIST BY COUNTRY FOR KEY COUNTRIES IN WHICH THE ORGANIZATION HAS BRANCHES OR STORES DATA]

**Federal**

**State**

**Local**

**Government Regulators (Legal):**

**FTC**

Any additional regulators who have jurisdiction over the affected data (e.g., if financial account information is routinely handled by the organization).

**Key Outside Vendors/Partners (IT):**

**PCI payment processor**

**Data Center**

**Internet Service Provider**

**Credit Report Service**

**PRIVILEGED & CONFIDENTIAL**

**EXHIBIT B**

**INCIDENT RESPONSE INTAKE LOG (FOR 24/7 NUMBER CALLS)**

1. Date and time of the call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of person logging incident report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contact information for the caller:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

main #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

current location and time zone (if on travel):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Brief description of the nature of the incident:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What equipment/data/systems or persons (include name, title & contact) were involved?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Location of equipment or persons involved (address/building/data center etc.)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How was the incident detected?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. When was the event first noticed?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER NOTES/COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SEVERITY LEVEL:**

**\_\_\_\_URGENT** (email report to Incident Response Lead and Backups [CONTACT INFO] and cc Legal Department Incident Response Team Contact [CONTACT INFO] with return receipt requested and call to confirm receipt.

\_\_\_\_**MEDIUM** (email report to Incident Response Lead and Backups [CONTACT INFO] and cc Legal Department Incident Response Team Contact [CONTACT INFO] with return receipt requested).

\_\_\_\_**LOW** (email report to IT (if electronic systems/devices/data are involved) [CONTACT INFO] and/or Security (if physical security or physical documents are involved) [CONTACT INFO] with return receipt requested.

**REPORT ROUTED TO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECEIPT CONFIRMED?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT C**

**SEVERITY LEVEL GUIDELINES**

**FOR THE INCIDENT RESPONSE LEAD/BACKUPS**

Category one - A threat to physical safety, life or health either of the general public or an individual. **CALL 911** and alert entire Incident Response Team**.**

Category two - A threat to sensitive data -- alert entire Incident Response Team**.**

Category three - A threat to critical computer systems/infrastructure or disruption of services -- alert entire Incident Response Team**.**

Category four - A routine attack/event for which the organization already has appropriate technical measures in place to ensure no data or systems are compromised and any disruption is minimal -- alert IT (if electronic) or Security (if physical). *[CONTACT INFO]*

**IF IN DOUBT ABOUT SEVERITY, REPORT TO ENTIRE INCIDENT RESPONSE TEAM.**

[OPTIONAL: ADDITIONAL EXHIBITS MAY BE APPROPRIATE TO INCLUDE, E.G., REGARDING ADDITIONAL STEPS NEEDED FOR HIGHLY-REGULATED DATA ROUTINELY COLLECTED AND STORED BY THE ORGANIZATION, OR FOR INCIDENTS IMPLICATING PARTICULAR STATES OR COUNTRIES WHERE THE COMPANY HAS BRANCH OFFICES OR COLLECTS SIGNIFICANT DATA]