Policy No. 707  
Subject: Security Breach  
Section: Other Policies and Procedures  
Revised: 01/2021  
Signature: Brandy McOmber, Resource Manager  
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1. PROCEDURES FOR A LOST OR STOLEN MOBILE DEVICE

If personal identifiable or health information has been saved on a lost or stolen device, it is considered a security breach. Additionally, if a mobile device, such as a laptop, dictation device, cell phone, tablet computer, etc. is ever lost or stolen with confidential information pertaining to IVRS job candidate(s), completion of the preliminary assessment portion of the Confidential Data Breach Internal Control is required. The incident must also be reported to the IVRS Chief Information Officer or the IVRS Administrator within 24 hours of initial awareness of the breach.

The Confidential Data Breach Internal Control provides detailed steps that staff must follow in the event of a data breach.

NOTE: State, Federal, and Public Notification processes are mandates per Iowa Code 715C, directives from the Governor of Iowa and the State of Iowa Information Security Office. IVRS security breaches require involvement from the State of Iowa OCIO Information Security Division, IVRS Division Administrator, Director of the Department of Education and the Governor’s office.

2. APPLICABLE FORMS/DOCUMENTS

a. Confidential Data Breach Internal Control