DTS Security Incident Reporting Process

DTS provides an electronic method to report security incidents to DTS Security. All incidents involving the following situations should be reported to DTS using this electronic form.

- Theft of loss of equipment
- Unauthorized access or use of systems or equipment
- Website Defacement
- Disruption of Service
- Exposure of confidential or sensitive data
- Unauthorized system changes
- Unauthorized access to restricted area(s)
- Malicious Email
- Phishing Attempt

In addition to reporting to DTS, employees must notify their Agency Privacy Officer or the DHS Security Officer of the incident so that internal reviews and tracking of the incident will occur.

Reporting Process

1) Employees should visit the DTS Service Now ticketing system at [DTS Security Incident Reporting Form](#) or by visiting https://dts.utah.gov/security/forms and selecting the Form 512 Incident Notification link.

2) Employees should complete all the request details in the form and then click the **Submit** button at the bottom.

3) Employees will be redirecting to their Incident dashboard where they can see the details of the incident they reported. Employees may visit this page during the incident review to see DTS Security updates and questions in the comment sections. DTS Security will contact the Employee for further information if needed.