



Procedure in the event of a significant loss of Commission Information* or the loss or theft of ICT equipment**

The significance of the loss or theft of information is a matter of judgement. Clearly, the loss of routine circulars or promotional CDs, for example, would not normally be considered significant but any loss must always be reported to your line manager.

Line Managers and Information Asset Owners will need to use common-sense to determine the most appropriate course of action in relation to an incident. The following advice is caveated with the need to apply a reasonable and proportionate response having regard to the potential impact of the incident.

If you have a doubt about the significance of an incident seek the advice of a line manager.

When you suspect that a significant incident has occurred you should undertake, as appropriate, the following actions:-

1. Within the hour (even if all the details are not yet clear)

Inform:

- The PSNI (Strandtown or nearest station) for any loss or theft of ICT equipment. Obtain an incident number.
- Line Manager (or next senior officer if unavailable)
- Information Asset Owner (IAO) for your business area – Head of Department
- OFMDFM Information Manager (Gary McManus: T – 02890 523 356)
- ECNI IT Security Officer (Donal Shiels x 617 / (m) 07738 836 652) if the incident involves IT equipment or data

However please note that any loss of ICT equipment, capable of storing data, must always be reported. Of particular importance is that the loss or theft of a laptop must be reported immediately to the ECNI IT Security Officer (Donal Shiels x 617 / (m) 07738 836 652) by email to DShiels@equalityni.org copied to craig.gartley@cvsni.org.

These devices are encrypted so special actions are required - the ITSO will advise accordingly.

Resulting Actions

IAO informs Senior Information Risk Owner (Secretary to the Commission, John Beggs) of incident and seeks advice on additional necessary contacts for each incident.

2. Within the day

Senior Information Risk Owner initiates an investigation into the incident providing key details:

- type of information compromised, protective markings, circumstances of the incident, number and status of individuals affected, and organisations involved in the incident (including contractors).

Senior Information Risk Owner must decide if the loss/theft is significant. If the impact of the incident is assessed as high, the Senior Information Risk Owner should inform:

- Victims Unit, OFMDFM
- Other public authorities if their information is compromised as a result of the incident
- Information Commissioner's Office – Northern Ireland: 028 9026 9380 or email: ni@ico.gsi.gov.uk
- PSNI if not reported already

3. Day 2 +

Senior Information Risk Owner investigates and reports on the full circumstances of the incident and considers and documents lessons learned.

Senior Information Risk Owner updates related parties of developments as necessary.

*Information – loss/theft includes the unauthorised copying/deletion or destruction of sensitive and/or personal information/documents/records from paper files or IT equipment or any transmission of information in paper or electronic format that has been intercepted, delivered to the wrong address or has failed to arrive at the intended address, e.g., email, fax, file transfer (electronic), and postage/courier deliveries of paper files or electronic data on IT equipment.

**ICT equipment - anything capable of storing data, including: laptops, desktops, iPhones or other smartphones, external hard drives or USB pen/key drives, SD (or other) memory cards, DVDs or CDs.