Data Breach Response Policy

1.0 Purpose

The purpose of this policy is to establish the goals and the vision for the breach response process. This policy will clearly define to whom it applies and under what circumstances, and it will include the definition of a breach, staff roles and responsibilities, standards and metrics (e.g., to enable prioritization of the incidents), as well as reporting, remediation, and feedback mechanisms. The policy shall be well publicized and made easily available to all personnel whose duties involve data privacy and security protection.

Alpha Academy Information Technology Departments intention for publishing a Data Breach Response Policy are to focus significant attention on data security and data security breaches and how Alpha Academies established culture of openness, trust and integrity should respond to such activity. Alpha Academies Information Technology Department is committed to protecting Alpha Academy and it's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

1.1 Background

This policy mandates that any individual who suspects that a theft, breach or exposure of Alpha Academies Protected data or Alpha Academies Sensitive data has occurred must immediately provide a description of what occurred via e-mail to Techsupport@alphaacademy.net, or by calling 910-223-7711, extension 207 to speak with the Information Technology Director. This e-mail address, phone number, and web page www.alphaacademy.education are monitored by Alpha Academies Information Technology Department. This team will investigate all reported thefts, data breaches and exposures to confirm if a theft, breach or exposure has occurred. If a theft, breach or exposure has occurred, the Information Technology Director will direct the Information Security Administrator, and or Systems Administrators to follow the appropriate procedures.

2.0 Scope

This policy applies to all whom collect, access, maintain, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle personally identifiable information or Protected Health Information (PHI) of Alpha Academies staff, students, and members. Any agreements with vendors will contain language similar that protects the fund.

3.0 Policy Confirmed theft, data breach or exposure of Alpha Academy Protected data or Alpha Academy Sensitive data

As soon as a theft, data breach or exposure containing Alpha Academy Protected data or Alpha Academy Sensitive data is identified, the process of removing all access to that resource will begin.

The Super Intendent will chair an incident response team to handle the breach or exposure.

The team will include members from:
• IT Infrastructure
• IT Applications
• Finance (if applicable)
• Legal
• Communications
• Member Services (if Member data is affected)
• Human Resources
• The affected unit or department that uses the involved system or output or whose data may have been breached or exposed
• Additional departments based on the data type involved, Additional individuals as deemed necessary by the Super Intendent or Site Director.

Confirmed theft, breach or exposure of Alpha Academy data

The Super Intendent and or Site Director will be notified of the theft, breach or exposure. The Information Technology Director, along with the designated Information Security Team from MCNC, will analyze the breach or exposure to determine the root cause.

Develop a communication plan.

Work with Alpha Academy communications, legal and human resource departments to decide how to communicate the breach to: a) internal employees, b) the public, and c) those directly affected.

3.1 Ownership and Responsibilities
Roles & Responsibilities:

• Information Security Administrator is that member of the MCNC Information Security team. They will coordinate with Alpha Academies Information Technology (IT) Infrastructure Director, who provides administrative support for the implementation, oversight and coordination of security procedures and systems with respect to specific information resources in consultation with the relevant Sponsors.

• Users include virtually all members of the Alpha Academy community to the extent they have authorized access to information resources, and may include staff, trustees, contractors, consultants, interns, temporary employees, students and volunteers.

• The Incident Response Team shall be chaired by Alpha Academy Administration and shall include, but will not be limited to, the following departments or their representatives: IT-Infrastructure, IT-Application Security; Administration; Legal; Financial Services, & Human Resources.

4.0 Enforcement

Any Alpha Academy personnel found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

Encryption or encrypted data – The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it. Unencrypted data is called plain text;

Plain text – Unencrypted data.

Hacker – A slang term for a computer enthusiast, i.e., a person who enjoys learning programming languages and computer systems and can often be considered an expert on the subject(s).

Protected Health Information (PHI) - Under US law is any information about health status, provision of health care, or payment for health care that is created or collected by a "Covered Entity" (or a Business Associate of a Covered Entity), and can be linked to a specific individual.

Personally Identifiable Information (PII) - Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered

Protected data - See PII and PHI

Information Resource - The data and information assets of an organization, department or unit.

Safeguards - Countermeasures, controls put in place to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets. Safeguards help to reduce the risk of damage or loss by stopping, deterring, or slowing down an attack against an asset.

Sensitive data - Data that is encrypted or in plain text and contains PII or PHI data. See PII and PHI above.

6.0 Revision History

Version	Date of Revision	Author	Description of Changes
1.0	March 4, 2021	IT Director Jamie Ellerbe	Initial version
1.0			