



Information Privacy & Security

Location IPSOs:

Brookhaven College

972-860-4670

Cedar Valley College

972-860-8232

LeCroy Center

972-669-6407

Eastfield College

972-860-7097

El Centro College

214-860-2166

Mountain View College

214-860-8551

North Lake College

972-273-3332

Richland College

214-238-6930

District Office

214-378-1561

District Service Center

972-860-7885



**District
IPS Incident Response
Coordinator
972-860-7475**

District Risk Management

Reporting an Information Breach

Almost every person who works within the Dallas County Community College District has access to sensitive information. Through the District's emerging Information Privacy and Security (IPS) Program, the District aims to proactively minimize the need for responding to an information breach; however, employees will need to be aware of when a breach of sensitive information has occurred and how to address such breaches.

Report any of the information privacy/security event(s) and/or incident(s) below to your Location Information Privacy and Security Officer (IPSO). If you are unable to reach your Location IPSO in a timely manner, then report the event(s) and/or incident(s) to the District IPS Incident Response Coordinator at the District Service Center.

Events and/or Incidents to report to your Location IPSO include but are not limited to:

- Sensitive Information in hard copy(s) (paper), electronic, or any form of student(s), and/or employee(s) record(s), document(s), application(s) or information that **may** have been lost, stolen, missing, accidentally released, sent to the wrong person, misused, involved in unauthorized access and/or large scale intrusions.
- Electronic Device containing sensitive information (e.g., laptop, USB storage, PDA, etc.) **may** have been lost or stolen.
- Breach of information security (account(s) compromised)

"When in doubt – Report it"

The following types of events and/or incidents should be reported directly to your location's Information Technology staff:

- Intrusion of computer networks via the network (often referred to as "hacking")
- Occurrence of computer viruses (an "infection" by a virus, worm, or Trojan program)
- Denial of service attacks (lack of network response)

All criminal incidents or other suspicious activity (including threats to your personal security) should be reported directly to the College Police Department.

Online information:

<http://www.dcccd.edu/Employees/Policy+and+Procedures/IPSP/Security+Procedures/Security+Breach.htm>