



<b>Policy No.</b> 707	<b>Subject:</b> Security Breach
<b>Section:</b> Other Policies and Procedures	<b>Revised:</b> 09/2016
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

**1. PROCEDURES FOR A LOST OR STOLEN MOBILE DEVICE**

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), the Information Security Office requires IVRS to complete the preliminary assessment portion of the Information Security Breach Checklist form. If personal identifiable or health information has been saved on a lost or stolen device, it is considered a security breach. (This practice is required of all agencies in the event of a data breach.)

- a. Steps to take in the event of a security breach:
  - i. Notify the RSB Bureau Chief immediately.
  - ii. The employee and supervisor must complete the Preliminary Assessment portion of the Information Security Breach Checklist, and then route the form immediately to the supervisor of the IVRS Information Technology. The form can also be faxed to 515-281-0137.

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 Information Security Office, IVRS Division Administrator, Director of the Department of Education and the Governor’s office.



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