**GIDE Information Technology Data Breach Reporting Procedure**

**1.** **Overview**

A data breach is any unauthorized, unlawful or accidental disclosure, destruction, loss, alteration or access to Personally Identifiable Information (PII), Restricted, and Confidential data (Protected Information). Examples of Protected Information are Social Security Number, driver's license/state ID numbers, financial account numbers, credit card numbers, medical information, home address and phone, and birth date.

Data misuse is the inappropriate use of data as defined when the data was initially collected.

**2.** **Purpose**

This procedure establishes the steps to follow when reporting a suspected data breach or misuse of GIDE Protected Information. This applies to all data belonging to staff and stakeholders, such as volunteers, girls, supporters, donors and vendors.

**3.** **Scope**

All GIDE staff, volunteers, and others working for or acting on behalf of GIDE (“staff”) must be provided with this procedure and are required to follow it in the event of a suspected personal data breach.

**4.** **Procedure**

GIDE staff discovering a suspected breach or misuse of data is required to report the occurrence to Director of Information Technology (IT)/Executive Director immediately.

Examples of data breaches or data misuse include but are not limited to the following:

* + Theft or loss of computers and laptops, portable electronic devices, electronic media, or paper files
  + Insecure storage or transmission of personal and other sensitive information
  + Password hacked or revealed
  + Computer infected with a virus or other malware
  + Using data to benefit oneself or other organizations
  + Using data in a way not originally intended
  + Staff are to provide as much of the following information as possible:
  + Description of the nature of the breach
  + Types of personal data affected
  + Approximate number of individuals affected
  + Any additional information relating to the data breach

**5.** **Accountability**

Staff members found in policy violation may be subject to disciplinary action, up to and including termination.

**6.** **Distribution**

This policy is distributed to all GIDE staff.