Policy Title: Incident Response Policy and Procedures

Policy Type: Administrative


Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Incident response is a key factor in both documenting incidents within a timely fashion in the case an event occurs and returning to normal business operations after an event that has compromising effects on the University’s information system occurs.

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CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)
University Faculty & Staff
Office of Information Technology

PURPOSE

This control is intended to establish the policy and procedures that are required for the effective implementation of selected security controls and control enhancements in the incident response family.

REQUIREMENTS

NSU develops, disseminates, and reviews/updates at least annually:

1. A formal, documented incident response policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and

2. Formal, documented procedures to facilitate the implementation of the incident response policy and associated incident response controls.

Supplemental Guidance: The incident response policy can be included as part of the general information security policy for the University. Incident response procedures can be developed for the security program in general and for a particular information system, when required. The University risk management strategy is a key factor in the development of the incident response policy.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:
1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.801 Incident Response Policy and Procedures

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard