_____**Breach of Personally Identifiable Information Agency Policy**

- As per state and federal requirements, it is the responsibility of_____ employees to report suspected computer incidents, and/or breach of personally identifiable information, as quickly as possible. The ultimate goals, regardless of incident, are the protection of assets, containment of damage, and restoration of service.
- The reported cyber incident will be coordinated by the Oklahoma CyberCommand with the Oklahoma Office of Homeland Security, Information Analysis/Infrastructure Protection Division (OHS IA/IPD) and the Oklahoma State Bureau of Investigation (OSBI).
- In addition, in the event of an actual or imminent breach, personnel must complete and submit the "Breach of Personally Identifiable Information (PII) Report" to the District Attorney's Council (DAC) no later than 12 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Signature of Authorized Official:_____
Date:_____