

TITLE: INF120 – Security Incident Reporting and Response Procedures

NUMBER: INF120

EFFECTIVE: 14 MAR 2014

REVIEWED: 26 MAR 2015

PURPOSE: To provide a mechanism for the creation and maintenance of a security incident response plan for the UT Institute for Public Service as required by UT policy IT0122 – Security Incident Reporting and Response. Furthermore, the plan and these procedures will detail detecting, communicating, responding to and reporting security incidents.

PROCEDURES:

1. The institute information technology resources will develop a plan for Security Incident Response (SIRP).
 - a. The SIRP will be presented to IPS Leadership for approval;
 - b. On an annual basis, by September 30 each year, the SRIP will be updated and revised to meet the needs of the institute as well as the university;
 - c. The updated SIRP will be presented to institute leadership for approval on an annual basis;
2. Prior to updating the plan, the plan must be reviewed, tested for thoroughness, and results documented. The results should be used in support of item 1 of these procedures;
- 3.
4. The plan will be presented to IPS Leadership for approval.
5. On an annual basis, by September 30 of each year, the Splan will be updated and revised to meet the needs of the institute as well as the university.
6. The updated plan will be presented on an annual basis to institute leadership for approval.

RELATED POLICIES:

UT IT0122 – Security Incident Reporting and Response

RESOURCES:

IPS Security Incident Response Plan

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