

## Data Breach Response Preparedness Checklist

Use this checklist to evaluate your current ability to respond to a data breach and identify and necessary areas of improvement to ensure you are prepared in the event of a breach taking place.

| Category   | In Progress              | Completed                |
|--|--------------------------|--------------------------|
| <b>Response Planning</b> <ul style="list-style-type: none"> <li>Assemble internal response team</li> <li>Perform test of preparedness plan in the past 12 months</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Key Partners and Contacts</b> <ul style="list-style-type: none"> <li>Identify 3<sup>rd</sup> party vendors and partners to notify in the event of a breach</li> <li>Review state and federal guidelines, record contacts for relevant authorities</li> </ul>                | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Notification and Protection</b> <ul style="list-style-type: none"> <li>Create breach notification process including contact lists of relevant stakeholders, customers, and others</li> <li>Create breach notification templates for use when notifying contacts</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Security Planning</b> <ul style="list-style-type: none"> <li>Inventory of business data and associated access lists</li> <li>Identify a cybersecurity partner for forensic investigation needs</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Communications</b> <ul style="list-style-type: none"> <li>Develop communications response plan including materials to address questions from stakeholders and customers, Q&amp;A covering common questions, and statements from leadership.</li> </ul>                      | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Training and Awareness</b> <ul style="list-style-type: none"> <li>Conduct a data breach event tabletop exercise to determine your ability to manage and respond in a real-life scenario</li> <li>Conduct a security awareness training within the past 12 months</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |