

### Determined Breach Notification Form

#### **Section 1**

Complete and submit within 72 hours of determination or notification.

**Determined**

- Finance Cabinet Secretary
- Auditor of Public Accounts (APA)
- Kentucky State Police (KSP)
- Attorney General (AG)
- Commissioner of Department of Library and Archives, if breach determined
- Chief Information Officer of Commonwealth Office of Technology
- If Department of Local Government under KRS 61.931(1)(b) or (c) also contact:
  - Commissioner of Department of Local Government
- If Public School District listed in KRS 61.931(1)(d) also contact:
  - Commissioner of Kentucky Department of Education
- If Educational entity listed under KRS 61.931(1)(e) also contact:
  - President of Council on Postsecondary Education

Agency Name: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Agency Contact Email: \_\_\_\_\_

Agency Contact Phone Number: \_\_\_\_\_

Date of Notification to Agencies: \_\_\_\_\_

Time of Notification: \_\_\_\_\_

Date Breach Determined: \_\_\_\_\_

#### **Section 2**

Complete this portion after the conclusion of the investigation regarding whether the Security Breach has resulted in or is likely to result in the misuse of personal information. Provide notice to agencies within 48 hours of completing investigation.

Personal Information Breached:  Yes  No

If Yes, Explain: \_\_\_\_\_

Total Number of Individuals Impacted: \_\_\_\_\_

Date Individuals Notified: \_\_\_\_\_

Type of Notices Sent Out (select all that apply and provide explanations):

Web Posting:

Email:

Local or Regional Media:

Telephone:

Letter:

Other:

Did You Notify Consumer Credit Reporting Agencies?  Yes  No

If Yes, Date: \_\_\_\_\_

Any Other Breach Compliance Requirements Apply such as Federal?  Yes  No

If Yes, Explain: \_\_\_\_\_

Third Party Breach:  Yes  No

If Yes, Third Party Name: \_\_\_\_\_

If Third Party Involved, When Did They Notify the Agency: \_\_\_\_\_

If a delay then please attach the delay notification record along with supporting documentation. Was there a delay due to:

- Law enforcement investigation. Reference to KRS 61.933 (3)(a)
- An agency determines that measures necessary to restore the reasonable integrity of the data system cannot be implemented within the timeframe established and will delay the breach determination. Delay will need to be approved in writing from the Office of the Attorney General. Reference to KRS 61.933 (3)(b)

**Section 3**

Complete and submit at the conclusion of the investigation and any notice and resolution process.

Actions Taken to Resolve Breach:

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Actions Taken to Prevent Additional Security Breaches in Future, if any:

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A General Description of what Actions are Taken as a Matter of Course to Protect Personal Data from Security Breaches:

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Any Quantifiable Financial Impact to the Agency Reporting the Security Breach:

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Reference:

KRS 61.931 to 61.934 - <http://www.lrc.ky.gov/Statutes/statute.aspx?id=43575>

KRS 42.726 - <http://www.lrc.ky.gov/Statutes/statute.aspx?id=43580>