

**ADMINISTRATIVE POLICY**  
**INFORMATION SECURITY INCIDENT RESPONSE**

*This policy pertains to community, employees, and students.*

The purpose of this policy is to provide guidance on the appropriate steps to be taken and documented in the event of a possible information security incident or data breach. Documentation of responsive actions, as well as documentation of the post-incident events and actions taken, is critical to improve the safeguarding and handling of College Sensitive Information and Personally Identifiable Information.

Anyone suspecting or noting an information security incident, data breach or potential system compromise, or malicious activity should contact the FVTC Information Technology Help Desk at 920-735-5644 or [helpdesk@fvtc.edu](mailto:helpdesk@fvtc.edu).

After discovery, Information Technology Services will follow the steps within the Information Security Incident Response Procedure Document. This procedure provides a checklist for responding to an information security incident or potential data breach.

*Adopted: 10/10/2018*

*Reviewed: 10/26/2021, 8/19/2024*

*Revised: N/A*