

Operational Policy

Policy title:	Information Security Incident Management Policy		
Policy number:	ODHS OHA 090-005		
Original date:	10/01/2004	Last update:	03/01/2021
Approved:	Kris Kautz, OHA Deputy Director Don Erickson, ODHS CFO		

Purpose

The Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA) are committed to reporting, analyzing, remediating, and documenting any information security incident that compromises ODHS|OHA information and systems.

Description

This policy describes the responsibility of ODHS|OHA staff to report known or suspected information security incidents. This includes, but is not limited to, incidents involving personally identifiable information (PII), protected health information (PHI), federal tax information (FTI), or Criminal Justice Information Services (CJIS) information,

Applicability

This policy applies to all ODHS|OHA staff, including employees, volunteers, trainees, interns, contractors and partners.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. ODHS|OHA staff have a duty to report known or suspected information security incidents and can do so without fear of retaliation. An information security incident means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
2. Upon discovery of an information security incident, ODHS|OHA staff must immediately report the incident to management and the Information Security and Privacy Office (ISPO) relating to:
 - a. Violations of ODHS|OHA policies and processes.
 - b. Impermissible access to ODHS|OHA data, information assets or systems.
3. ODHS|OHA staff shall notify ISPO of the information security incident by email, phone or submission of the MSC 3001 form.

4. When a complaint or incident is received, ISPO shall:
 - a. Work with the program or individual to investigate the incident.
 - b. Document and report investigation results.
 - c. Report incidents to required state and federal agencies, as required by ODHS|OHA 090-005-01.

References

[45 CFR 160 & 164](#)

[ODHS|OHA 090-005-01 Information Security Incident Reporting Process](#)

[ODHS|OHA 090-005-02 Information Security Incident Reporting Process Workflow](#)

[ODHS|OHA 070-001-02 Lost or Stolen Mobile Communication Device](#)

[MARS-E Document Suite, Version 2.0. Volume III: Catalog of Minimum Acceptable Risk Security and Privacy Controls for Exchanges](#)

[Criminal Justice Information Systems Security Standards \(CJIS\)](#)

[Federal Information Processing Standards \(FIPS\) Publication \(Pub\) 200](#)

[IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies](#)

[National Institute of Standards and Technology \(NIST\) 800-53 Rev. 5](#)

[Social Security Administration Information Exchange Security Requirements and Procedures](#)

[Statewide Information and Cyber Security Standards 2019](#)

[Center for Internet Security Top Twenty Critical Security Controls](#)

[ODHS|OHA Agency Information Security Plan](#)

Forms referenced

[MSC 3001 ODHS|OHA Privacy/Security Incident Report](#)

Related policies

[DAS 107-004-052 Information Security](#)

[DAS 107-004-120 Information Security Incident Response](#)

[OHA 100-014 Report and Response to Privacy and Security Incidents](#)

Contact

Information Security and Privacy Office (ISPO)

Phone: 503-945-6812; dhsinfo.security@dhsoha.state.or.us

This policy shall be reviewed at least once every year to ensure relevancy.

Policy history

Version 1 DHS 090-005 established 10/01/2004

Replaced by joint policy

Version 1 DHS|OHA 090-005 established 03/11/2015

Version 2 DHS|OHA 090-005 reviewed annually 03/04/16

Version 3 DHS|OHA 090-005 revised 11/13/2017

Version 4 DHS|OHA 090-005 reviewed annually 04/01/2019

Version 5 ODHS|OHA 090-005 reviewed annually 03/01/2021

Keywords

Incident, incident management, report, security incident

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