

Enterprise Security Incident Reporting Process

1. Purpose

To establish a comprehensive process for the workforce to report security incidents promptly and effectively, ensuring that incidents are managed and mitigated efficiently.

2. Scope

This process applies to all employees, contractors, and temporary staff within the organization.

3. Reporting Timeframe

- **Immediate Reporting:** Security incidents should be reported immediately upon discovery, ideally within one hour, to facilitate prompt action.

4. Personnel to Report To

- **Primary Contact:** Josh Glover
 - Work Email: jglover@cpitec.com
 - Personal Email: jg0482846@gmail.com
 - Phone Number: 573-480-3077
- **Secondary Contact:** Ian Shipman
 - Work Email: ishipman@cpitec.com
 - Phone Number: 417-619-4349

5. Mechanism for Reporting

- **In Person:** Directly to the IT security office or designated incident response team.
- **By Phone:** Using the provided contact numbers for immediate verbal reporting.
- **By Email:** For a documented trail, send details to the provided work emails.

6. Minimum Information to be Reported

- **Nature of the Incident:** Description of what happened.
- **Time of Detection:** When the incident was noticed.
- **Location:** Where the incident occurred or was detected.
- **Impact:** Known or suspected impact on systems, data, and operations.
- **Action Taken:** Any immediate action taken in response to the incident.

7. Availability of the Process

- The incident reporting process will be documented and made publicly available to all workforce members through the organization's internal website, training materials, and induction programs.

8. Review and Update

- The security incident reporting process will be reviewed annually or when significant changes occur within the enterprise that could impact this safeguard.
- Updates will be communicated to all workforce members to ensure they are aware of their responsibilities in reporting security incidents.

By maintaining a clear and accessible process for reporting security incidents, with designated contacts like Josh Glover and Ian Shipman, the organization ensures that incidents are reported and managed effectively, minimizing potential risks and impacts on operations.