

3047
Data Breach Response

I. Preparation

A breach of system security is the unauthorized acquisition of unencrypted computerized data or encrypted computerized data and the encryption key by any person that materially compromises the security, confidentiality, or integrity of personal or protected information maintained by the information holder. Teachwell will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by Teachwell. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The Director, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by Teachwell,
2. Software that is installed on Teachwell devices,
3. Staff members with access to Teachwell devices,
4. Staff members with active usernames and passwords for any Teachwell software.

B. New Devices and Software

Any new software or device that is used in a Teachwell building for Teachwell purposes will be submitted to the Technology Manager for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If Teachwell becomes aware of a breach of system security it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. Teachwell will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal or protected information has been or will be acquired by an unauthorized person.
3. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which Teachwell personnel had access to the compromised data; and what specific data was compromised.

B. Notification to Affected Individuals

1. If the investigation determines that the unauthorized acquisition of personal or protected information has occurred or is reasonably likely to occur, Teachwell shall give notice to the affected South Dakota resident(s) as required by law.

C. Notification of Law Enforcement and Outside Organizations

1. Notice of any breach of system security will be provided to the South Dakota Attorney General's office as required by law.

Adopted on: 8/15/2023

Revised on:

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