**UniQuE**

Information Security Breach Response Procedure

(Engagement Name and Id)

(Client)

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Changes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Review And Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Role | Name | Date | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Name | Number | Media | Action |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Storage**

|  |  |  |
| --- | --- | --- |
| Location | Access | Administrator |
|  |  |  |
|  |  |  |

Company Confidential - Copyright © 2017 Capgemini - All rights reserved

Template Version Number: Group Reference v1.0**Table Of Contents**

[1. Introduction 4](#_Toc480883477)

[2. Security Breach Definition 5](#_Toc480883478)

[2.1. Type Of Security Breach 5](#_Toc480883479)

[2.2. Expected Responses 5](#_Toc480883480)

[3. Identification Of Security Breach 6](#_Toc480883481)

[3.1. Method To Identify Security Breach 6](#_Toc480883482)

[3.2. Responsibilities 6](#_Toc480883483)

[3.3. Prerequisites 6](#_Toc480883484)

[4. Security Breach Recording 7](#_Toc480883485)

[5. Security Breach Response 8](#_Toc480883486)

[5.1. Security Breach Notification 8](#_Toc480883487)

[5.2. Impact Analysis 8](#_Toc480883488)

[5.3. Action Plan 8](#_Toc480883489)

# Introduction

<< This document must explain the different types of security breaches in an engagement and corresponding actions to be taken. The engagement may choose to include these points as a part of Information Security And Compliance Framework under section Security Incident Management Plan. >>

# Security Breach Definition

## Type Of Security Breach

<<Mention various types of security breaches that can occur in an engagement. E.g.: data security breach, network security breach, physical security breach, etc. >>

## Expected Responses

<< Explain the different types of responses to different security breaches based on their impact and client requirements >>

# Identification Of Security Breach

## Method To Identify Security Breach

<< List here the methods to be adopted to identify any security breach. E.g.: Monitoring >>

## Responsibilities

<< List the roles and responsibilities to handle various types of security breaches >>

## Prerequisites

<< Mention here things that need to be in place to handle various security breaches. >>

# Security Breach Recording

<< This section should include the recording mechanism to be followed for various kinds of security breaches. >>

# Security Breach Response

## Security Breach Notification

<< Mention the notification mechanism and communication to be followed for different kind of security breaches. >>

## Impact Analysis

<< Mention the methods be adopted to carry out impact analysis for various security breaches.>>

## Action Plan

<< Identify and list the action plan for handling the security breaches. >>