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# INCIDENT MANAGEMENT HANDLING AND RESPONSE

## PURPOSE AND SCOPE

To ensure that a consistent, methodical, and timely incident response process is completed by the designated response personnel after a security incident is believed to have taken place involving CompanyXYZ information and information systems. This process will help identify if a systems resource has been compromised, limit the exposure of sensitive data, clean the resource(s), and determine if breach notification is required.

This policy applies to all employees, contractors and vendors, or other persons that have, or may require, access to information and information technology resources.

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## 1: DEFINITIONS

**Incident** - An actual or potential event involving loss or compromise of data or the loss of functionality of an information system or network. Examples include unauthorized access to a PC, data theft, unauthorized data modification, a computer virus, unauthorized network probing, denial of service attacks, and violations of information technology policy, lost or stolen computer equipment and /or intelligent devices.

**Event of Interest** – Any information system, application or other event data that relates to an incident.

**Compromise** – A confirmed security incident resulting in harm to the businesses reputation, assets, information or ability to operate.

**Breach** – A security incident that may result in the acquisition or disclosure of private information to unauthorized parties in accordance to major operating state law as defined in section 4.3 of this policy document.

## 2: ROLES AND RESPONSIBILITIES

**Incident Reporter** – All persons with access to CompanyXYZ information resources or sensitive information are responsible for prompt and accurate notification to IT Department of all suspected incidents. The Incident reporter is responsible for providing complete and accurate detail as possible regarding a suspected incident as well as contact information for use by the Incident Handler and Security Incident Response Team.

**Incident Handler** – Members of COMPANYXYZ Information Technology or Information Security teams, physical security or third-party Incident Handlers as required that are responsible for implementing incident response procedures, recovery, notification and reporting as detailed within this policy. The Incident Handler may operate alone in confirmation of a suspected incident or as a member of the Security Incident Response Team as required.

**Security Incident Response Team (SIRT)** –Mitigate and recover compromised systems and data in adherence to response procedures and implement any required incident handling tasks appropriate to their operational role within the SIRT.

**Security Incident Response Team Leader** – The vCISO is responsible for formation and coordination of the Security Incident Response Team. The incident team leader is responsible for notifying the Breach Communication Team of breaches and coordination of other communications and resources required by the Security Incident Response Team.

**Breach Communication Team** – All Severe or Major breaches must be disclosed to the CompanyXYZ's Cyber Insurance Company before any further decisions are made. The CompanyXYZ's Cyber Insurance Company will provide breach counsel specialists, forensic experts, and breach guidance. The breach communication team may consist of the following:

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CompanyXYZ's Leadership and Security Officer and Legal Counsel, vCISO, Director of IT, and is responsible for appropriate breach notification as required by state or regulatory laws in response to a confirmed breach. **CompanyXYZ**

### 3: INCIDENT NOTIFICATION

#### Reporting an Information Security Incident

All persons accessing and using CompanyXYZ's Information Technology resources have a responsibility to immediately report any suspected security incidents to the IT Department by calling **123-456-7890** or emailing [support@CompanyXYZIT.com](mailto:support@CompanyXYZIT.com)

Incident reporters are responsible for providing as much detail as possible regarding the suspected incident when reporting or working with the Incident Handler or Security Incident Response Team in response to an incident report. Contact details for the individual reporting the incident must be included in the incident report.

#### Third-Party Incidents

All third-parties, contractors and vendors in possession of or with access to CompanyXYZ's information or information technology systems must immediately report all security incidents or breaches affecting CompanyXYZ's information or information systems.

#### Contact of Authorities

911 should be contacted immediately for any incident that appears as an immediate threat to the health, safety or life of an individual.

CompanyXYZ's Leadership, Security Officer and Legal Team will work with the Security Incident Response Team to liaise with external law enforcement when, and where, necessary. The Breach Communication Team will be responsible for notifying the appropriate state agencies including state law enforcement upon determination of confirmed breach.

### 4: INCIDENT LEVEL DEFINITIONS

Incident level definitions provide a clear standard of definition to assist with communication and reporting of incidents within the CompanyXYZ's organization as well as supporting the required decision making needed by response actions during incident handling.

An incident level is defined by the confidence in validity of the suspected incident, potential severity of impact and indicators as to a risk of breach.

Incident handling phases, participants and decision-making scopes of authority may be in part dictated by the Incident Level definition.

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#### 4.1 INCIDENT CONFIDENCE LEVELS

Incident Confidence Levels provide differentiation between suspected, confirmed and false incidents.

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##### SUSPECTED

Suspected Incidents have not been confirmed to be valid and are comprised of the incident notification reports, events of interest, monitoring alerts, log files and all other investigation artifacts related to the associated incident.

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##### CONFIRMED

Confirmed Incidents are Suspected Incidents which have been confirmed to involve a loss or compromise of data or the loss of functionality of information system(s), application(s) or business operations.

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##### FALSE

False Incidents are Suspected Incidents which do not involve a loss or compromise of data or the loss of functionality of information system(s), application(s) or business operations.

#### 4.2 INCIDENT IMPACT SEVERITY LEVELS

Incident impact severity levels help communicate the amount of potential damage to CompanyXYZ's financial and/or operational statuses because of the incident.

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##### MINOR

Minor incidents potentially affect a small portion of employees, information systems, access accounts or data within a subset of CompanyXYZ's business operation processes and does not greatly impact or impede normal operations of any whole CompanyXYZ's business operation processes. Personal information impacted by the Breach if indicated, must not exceed 500 records.

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##### MAJOR

Major incidents affect employees, information systems, access accounts or data of an entire CompanyXYZ's business operations process, or subsets of multiple operational processes such that a portion of CompanyXYZ's business operations processes cannot operate within normal functions. Personal information impacted by the Breach if indicated, must not exceed 2000 records.

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## SEVERE

Severe incidents affect most employees, information systems, access accounts or data of CompanyXYZ's business operations processes and impacts normal operation for a majority of business processes. Personal information impacted by the Breach if indicated, exceeds 2000 records.

### 4.3 BREACH INDICATOR

A breach indicator is added to the incident level if the compromised applications or information systems are suspected to hold sensitive personal information in accordance with **Texas Business & Commerce Code §§ 521.002, 521.053**

**Sensitive Personal Information Definition.** An individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted:

- Social Security Number;
- Driver license number or government-issued ID number; or
- Account number or credit card number or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account.

**Sensitive PI also includes information that identifies an individual and relates to:**

- The physical or mental health or condition of the individual;
- The provision of health care to the individual; or
- Payment for the provision of health care to the individual.

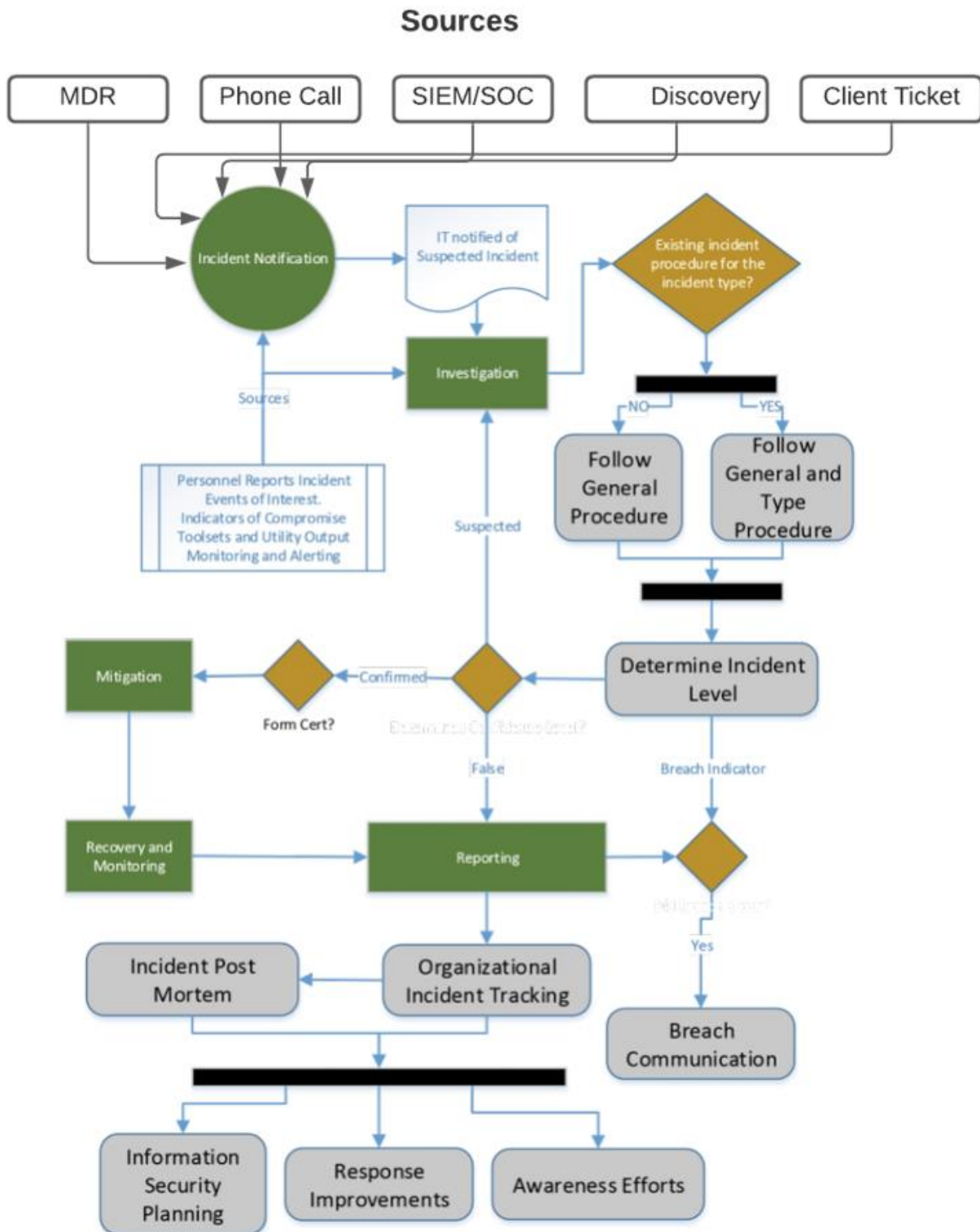
Sensitive PI does not include publicly available information that is lawfully made available to the general public from the federal government or a state or local government.

**Breach status indication may only be removed if it can be adequately determined and proven that no "Private Information" was acquired by or disclosed to unauthorized parties because of the incident.**

### 5: INCIDENT HANDLING PHASES

The below design provides a basic flowchart of incident response actions and phases of handling. This chart is intended as a general overview for reference and may vary given requirements of a specific response scenario. For example, some mitigation steps may be required for specific incident types when the incident level is still defined as "Suspected" and not "Confirmed". Notification is demonstrated for simplicity as initial incident reporting but extends to incident communication and may be required at additional phases of incident handling between the SIRT and CompanyXYZ or inter CompanyXYZ as appropriate to the incident type and level definition.

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## 5.1: DETECTION AND NOTIFICATION

Detection details technologies and methodologies for the collection, review, normalization and alerting required for the effective monitoring of event and system data for indicators of compromise which are indicative of suspected incidents.

Notification of a suspected incident can come from any person, software monitoring and alerts, anomalous activity, or other technical indicators of compromise. Upon notification of a suspected incident an Incident Handler must be assigned to begin investigation into the incident. Notification steps also apply to communication between Incident Handlers, the SIRT, and with CompanyXYZ representatives. **Notification messages during incident handling should maintain a current and accurate incident definition.**

## 5.2: INVESTIGATION

Incident investigation is the responsibility of the Incident Handlers operating alone or in conjunction with the SIRT. Investigation uses correlation between incident reports, events of interest from log sources or other indicators of compromise along with other available tools to determine an accurate incident definition and aide in determining appropriate actions for mitigation, recovery, and reporting.

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### INCIDENT DEFINITION

The incident definition is comprised of the incident level as defined in section 4 of this policy, the scope of the incident and type. Incident definition may be subject to change during the course of incident handling as investigation may uncover more components of the incident which extends or reduces the scope, level or involved incident types, and it is the job of the Incident Handlers to maintain and communicate appropriate incident definition within all incident handling communication including notifications and reports.

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### SCOPE

The scope of the incident must be determined by the Incident Handlers and is an inventory of the affected accounts, applications, and information systems, operational processes along with potentially affected data definitions.

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### TYPE

Incident types are defined by and specific handling procedures related to the defined incident types developed. The general incident handling procedure provides general guidance for all incidents including matched and unmatched incident types. A specific incident type handling procedure takes precedence when it conflicts with requirements of the general incident handling procedure. Conflicts and deviations are to be clearly noted in type procedures. Some actions may only apply to a specific incident definition such as “Confirmed” or “Severe”, actions within the procedure will be noted to be applicable only within those definitions where required.

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### 5.3: MITIGATION

Mitigation actions are the responsibility of the Incident Handlers and SIRT and are actions taken to

- a) **Contain the incident** while investigating incident details
- b) **Remove active threats from the environment** as it pertains to the incident following adequate investigation
- c) **Prevent future recurrence of the incident** by controlling, removing, or remediating used attack vectors

### 5.4: RECOVERY AND MONITORING

Some incident types may leave information systems or data in non-operable or untrusted states. Recovery tasks are the responsibility of the Incident Handlers and SIRT to

- a) **Restore normal business operations** from a failed state
- b) **Restore business data or information systems** from an untrusted to trusted state

Additional monitoring actions may be required to be put temporarily into place following an incident to continue monitoring the environment for ongoing indicators of compromise or to confirm and incident has been successfully contained and mitigated.

### 5.5: REPORTING

**Incidents and handling actions must be tracked and reported to assist in improving incident handling procedures and information security controls.** *See Appendix A for a sample Cyber Incident Report form.*

Additionally, there are situations requiring *external* reporting to entities such as Law Enforcement, in cases where criminal activity is suspected or determined.

<b><i>Dallas Local Law Enforcement: Dallas Police Department - Computer Crimes Squad 1400 Botham Jean Blvd. Dallas, Texas 75215 214-671-3543</i></b>	<b><i>Fort Worth Local Law Enforcement: Fort Worth Police Dept 1000 Calvert St Fort Worth, TX 76107 817-392-4300</i></b>	<b><i>Federal Bureau of Investigation: Dallas Field Office - One Justice Way Dallas, TX 75220 972-559-5000</i></b>
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Reporting also pertains to reports required by state authorities and persons whose information has been breached in accordance with relevant state laws.

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## BREACH HANDLING

The Breach Communication team will work together to properly notify individuals involved in a data breach:

NOTE:

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## BREACH COMMUNICATION LAWS

Breach communications will be handled in accordance with State Law for the state of residency of breach victims. Appropriate notification and breach communication actions to required state agencies must be handled at that time in accordance with those laws.

Breach communication and handling may vary between states or may be amended by future acts. All relevant laws should be checked at the time of breach to ensure proper breach handling steps are followed.

**To verify the current requirements of any victims' State Laws, please see the following:**

### Breach Notification Laws by State

Texas state law requires businesses to notify individuals and the Texas Attorney General after discovering or receiving notification of "any breach of system security." The notice must go to any individual whose sensitive personal information was, or is reasonably believed to have been, breached within 60 days. The Texas Attorney General must be notified within 60 days if the breach involves at least 250 Texas residents.

To submit this notification the following link shall be used:

<https://www.texasattorneygeneral.gov/consumer-protection/data-breach-reporting> Once logged into the web site there is the option to 'Data Breach Submission'

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## INCIDENT TRACKING

All incidents along with their definition, investigation actions, mitigation actions and recovery actions should be tracked and reported to CompanyXYZ for use in Risk Assessment and Information Security Planning.

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## INCIDENT POST-MORTEM

All incidents along with their definition, investigation actions, mitigation actions and recovery actions should be reviewed at the end of the incident with the intent to create and improve documented incident response procedures. Output from the post-mortem should also consider required improvements to policy, training, implemented controls or other relevant security planning.

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#### 5.6 SECURITY INCIDENT RESPONSE TEAM (SIRT)

At any time, an Incident Handler may determine the incident definition requires additional response resources to effectively mitigate and recover from the incident and must escalate the request to the Security Incident Response Team Leader to form a Security Incident Response Team (SIRT) to assist in incident handling. The SIRT will be comprised of all appropriate personnel required to effectively respond to and handle the defined incident. Personnel may be added or removed from the SIRT as required during the course of incident handling by the SIRT Leader. SIRT members may also include third parties aiding in response activities. A SIRT must be established along with formation of a Breach Notification Team when the incident definition indicates a breach.

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## 6: INCIDENT TYPE HANDLING PROCEDURES

### 6.1 GENERAL

#### DETECTION AND NOTIFICATION

The vCISO to the CompanyXYZ must be assigned as the SIRT Leader of any incident definition when it reaches a breach indicator.

The SIRT Leader must notify appropriate personnel on the Breach Communication Team of incident definitions with a breach indicator.

Notification of any mitigation actions that could impact the service availability of information systems which would have an impact to business operation processes must be made to the owner of the business operation and information.

virtual Security Analyst and virtual Security Manager will work with the outsourced SOC vendor, MDR vendor team and COMPANYXYZ to investigate the potential indicators of compromise.

#### INVESTIGATION

Alerts from all sources will be investigated and coordinated to determine:

- **Incident Confidence Levels:** Suspected, Confirmed or False
- **Incident Impact Severity Levels:** Minor, Major or Severe.
- Whether a **Breach of Private Information** has occurred.
- **The scope of the incident** – to determine specific targets for detailed further investigation, such as forensic examination or personnel interviews.
- The **possible sources of the incident** – to help determine the direction of Mitigation

#### MITIGATION

Based on the findings of the investigation, mitigations will require the following:

- The specific targets that require remediation, for example:
  - Physical controls around sensitive areas housing personnel, computing devices, physical or electronic data, or other valuable company assets. These may involve security systems, environmental controls, or the business procedures relating to them.
  - Logical controls around Operating Systems, software platforms or applications that may require updates, repairs or replacement.

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- Procedural controls related to all the above such as building access, application access, software change management, security awareness training, etc.
- The sources of the incident. These may include:
  - Burglars or other types of thieves.
  - Known malicious websites or attack vectors such as vulnerable system ports, Spam, or other methods of malware infection
  - Malicious or Accidental actions by personnel.

In all cases immediate action must be taken to eliminate identified active threats to business operations. These actions may include suspension of processing, physical or logical access, evacuation of staff, confiscation of computer equipment, disconnection of computer equipment from company networks, or other actions necessary to ensure the safety of company personnel, assets and business processes.

All activities in Mitigation must be communicated to the SIRT Team Leader and documented in the Incident Report.

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## RECOVERY AND MONITORING

The Incident Handler, in coordination with the SIRT team where necessary, will work to restore normal business operations from a failed state, and to restore business data or information systems from an untrusted to a trusted state. This may involve actions such as the following:

- Recovering data from local or offsite backups
- Restoring or rebuilding workstations or servers from saved images
- Installing Security updates or patches.
- Re-installing application platforms or other types of software
- Run anti-malware software on system to ensure they are clean and can be reconnected to the company network.

In addition, any affected systems (or personnel) may require heightened monitoring to ensure the completion of recovery efforts.

## REPORTING

Postmortem review of confirmed incidents will include review of incident details with the CompanyXYZ representative and vCISO. Any required Improvement to handling procedures will be enacted by the Information Security Committee, Incident Handlers and COMPANYXYZ Security Incident Response Team that were involved in the incident.

**All incident details will be reviewed annually during CompanyXYZ's Risk Assessment to identify improvements to handling procedures or control requirements.**

Response handling procedures will be updated within this document following each review process that results in requirements to update and improve content of this document.

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## 6.2 MALWARE

### DETECTION AND NOTIFICATION

Managed anti-virus infection reports and alerts will be reviewed daily by incident handlers for indicators of persistent compromise such as large infection thresholds, recurring infections on the same machines and recurring infections on multiple machines.

Out of date definitions will be reviewed daily by incident handlers to ensure anti-virus software is working as effectively as possible.

Where possible additional alerting mechanisms for malware activity will be established for the following events and thresholds:

- System Infected
- Greater than 1% of systems experiencing infection within a 24-hour period.
- Greater than 1% of systems experiencing infection within a 72-hour period.
- Greater than 3% of managed systems experiencing infection within a 30-day period.
- Same infection on Same Machine within a 24-hour period
- Same infection on Same Machine within a 7-day period
- Same infection on Same Machine within a 30-day period.
- Same infection on Multiple machines within a 72-hour period.
- Same infection on Multiple machines within a 30-day period
- Virus Definitions Out of Date
- Outbound Connections to Known Command and Control sites.
- Inbound Connections from Known Command and Control sites.
- Web Access filters Malicious Executable Content or Malware Sites
- DNS queries to known malware domains and botnets
- Malformed/Non-DNS Traffic Over DNS

Managed Detection and Response (MDR) agents installed on all CompanyXYZ assets are further monitored by the MDR SOC team for advanced malicious tradecraft where the threats are detected, evaluated and hunted down. The MDR vendor escalates possible threats to for further investigation. security analyst works with COMPANYXYZ to actively remediate any threats found.

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## INVESTIGATION

Execute full anti-virus scans against information systems.

Execute a Malware policy scan against all information systems. Create and include a custom md5 hash of discovered malware files if available. Review output for untrusted and never before seen processes to determine a trust level for processes executing on information systems.

Scan suspected malware executable and files with <https://www.virustotal.com/> or similar multi-vendor signature checker.

Check outbound connections for the system and investigate IP address communications and DNS queries for any unknown host communication. Check IP's being communicated with against known command and control and malware sites.

Infected files on file shares or shared storage locations should be reviewed for user owner and access properties to determine a source of infection.

Inspect file share connections and turn on access auditing for file shares as required to determine source and scope of potential infection.

Confirmed major malware incident on the file server or other shared storage locations will result in the storage location being taken offline to prevent further spread or infection of crypto virus or other virus types until the infection has been resolved.

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## MITIGATION

All accounts logged into the suspected system and owner of the system should assume a potential account compromise event and have the appropriate actions taken to change passwords or any other static authentication tokens (non-MFA).

Confirmed or suspected major malware incidents on CompanyXYZ workstations and laptops will result in the reinstallation and imaging of CompanyXYZ workstations and laptops.

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## RECOVERY AND MONITORING

Malware events will be actively monitored for previously confirmed or suspected infected systems for a period of

Minor Incident: 7 days

Major Incident: 30 days

Severe Incident: 90 days

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## REPORTING

Minor malware incidents not involving the compromise of private information will be documented in the *COMPANYXYZ CYBER SECURITY INCIDENT REPORT* (Appendix A.)

Major and Severe malware events, or those involving the breach of private information, must also be reported to the COMPANYXYZ Director of IT, CIO and vCISO. As SIRT Team leader, the vCISO may convene the SIRT team for more comprehensive Incident Response, as well as initiate Breach Handling procedures where necessary.

## 6.3 SOCIAL ENGINEERING

### DETECTION AND NOTIFICATION

The vCISO assigned to the CompanyXYZ must be notified of social engineering attacks and is responsible for delegation of company-wide notification regarding social engineering attack details.

Suspected malicious email is to be forwarded by the incident reporter as an attachment to [Support@COMPANYXYZIT.com](mailto:Support@COMPANYXYZIT.com)

### INVESTIGATION

Review email headers and email content in attached email.  
Review destinations of links and content present within the email.  
Scan suspected malicious attachments through VirusTotal.com

If interaction with infected content is suspected, review workstation for any unknown active processes and connections to external IP addresses and treat as potential malware type response.

### MITIGATION

CompanyXYZ Company-wide notification will be made to all employees regarding details of the attempted social engineering attack.

Suspected or confirmed account or malware compromises should be treated by the appropriate incident type.

Awareness training and social engineering exercises to maintain awareness will be performed periodically against internal personnel.

### RECOVERY AND MONITORING

This should follow requirements of the appropriate incident type(s).

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## REPORTING

In addition to the company-wide notification cited above, the incident will be documented in the *COMPANYXYZ CYBER SECURITY INCIDENT REPORT* (Appendix A.) Other reporting requirements should follow the requirements of the appropriate incident type(s).

## 6.4 ACCESS ACCOUNT COMPROMISE

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### DETECTION AND NOTIFICATION

Notification by the Incident Handler must be made to employees whose accounts have been reset while mitigating an incident. Notification should first be attempted but may be made after the account has been reset, such that notification does not impede the need to contain the incident definition.

Event Alerts will be created for the following events and indicated thresholds and sent to where they will be investigated as appropriate to the level of indicator of compromise.

- Threshold for failed login attempts within a set time period.
- Login attempts to remotely accessible services from known malicious IP
- Login attempts to remotely accessible services from foreign Countries
- Login attempts to remotely accessible services outside of normal business hours
- Failed login attempts to internal information systems by invalid accounts
- Failed login attempts to internal information systems by valid accounts
- Successful and Failed logins for administrative and privileged users.
- Successful and Failed logins for all third-party service provider access accounts.

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### INVESTIGATION

Determine if any active source of compromised connections made by suspected compromised accounts by reviewing access to public facing and internal information systems.

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### MITIGATION

An Incident Handler may revoke access to the network for suspected accounts. Any accounts affected by the incident must have their passwords changed immediately by the Incident Handler.

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## RECOVERY AND MONITORING

Access to VPN and other available access logs will monitor and alert on failed or successful thresholds or suspicious access attempts made by suspected and confirmed compromised accounts for a period of 30 days post incident mitigation

## REPORTING

In addition to the notification to individuals cited above, the incident will be documented in the *COMPANYXYZ CYBER SECURITY INCIDENT REPORT* (Appendix A.) Other reporting requirements should follow the requirements of the appropriate incident type(s).

## 6.5 LOST OR STOLEN DEVICE

### DETECTION AND NOTIFICATION

The COMPANYXYZ IT Help Desk must be notified of any planned device upgrade or change.

### INVESTIGATION

Incident handlers will assist personnel in attempting to locate the device through the appropriate mobile device utilities.

Physical surveillance cameras will be reviewed where possible for identification of perpetrators of physical theft from CompanyXYZ office locations.

If the device is believed to contain personal information, the COMPANYXYZ IT Help Desk must be notified and, if necessary, Breach Handling procedures must be initiated.

### MITIGATION

If a device is suspected or confirmed to be lost or stolen and reasonable measure has been taken to locate the device, Incident Handlers will remote wipe the device and remove the device association from Office 365.

Phones with company data must be factory defaulted before trade in.

Suspected and confirmed stolen devices are to have an appropriate police report filed with authorities.

Accounts associated to the device are to be treated as suspected account compromise incident type and response plans for the account(s) followed accordingly.

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	<b>Document #:</b> -SEC-SOP-002015	<b>Document Type:</b> SOP	<b>Ver:</b> 01

## RECOVERY AND MONITORING

A list of ActiveSync or Office365 connected devices will be generated and reviewed by incident handlers periodically and inactive or multiple mobile devices beyond three devices will be disassociated from CompanyXYZ ActiveSync and other resources.

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## REPORTING

The incident will be documented in the *COMPANYXYZ CYBER SECURITY INCIDENT REPORT* (Appendix A.) If the device appears to have contained customer private information, the vCISO must initiate Breach Handling procedures, which have additional reporting requirements.

	<b>Title: Incident Management Procedure</b>		
	<b>Document #:</b> -SEC-SOP-002015	<b>Document Type:</b> SOP	<b>Ver:</b> 01

## 6.6 POLICY VIOLATION

Policy violations must also be regarded as Security Incidents, although the methods of Detection, Investigation, Mitigation, Recovery and Reporting will be different. Although policy violations *may* lead to more IT-related incidents, they are primarily a Human Resources (HR) concern, which explains the difference in Response methodology.

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### DETECTION AND NOTIFICATION

As with all incidents, any user of CompanyXYZ systems should report suspicion or discovery of a policy violation to their company manager, CompanyXYZ's Security Officer, or HR. Ultimately, policy violations, if confirmed, are disciplinary issues that should involve HR.

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### INVESTIGATION

The investigation will still involve the assignment of an IT incident handler. If the matter involves HR, then the incident handler will work with the department to perform a *forensic* investigation to help gather evidence to confirm the incident, and aid in the determination of appropriate disciplinary action. It is likely creation of a forensic image of the suspected violators hard drive will need to be created to ensure no actual files on the hard drive are modified during the investigation. Each step of the forensic investigation must be carefully documented to properly support any disciplinary proceeding that may arise from the investigation results.

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### MITIGATION

If there is suspicion or confirmation of a malware infection on the device or devices involved (e.g. due to an acceptable use violation,) then the related devices must be removed from the network until the investigation is concluded. At that time, the normal mitigation steps for a malware infection incident type should be followed before the device(s) returns to use.

Accounts associated to the device are to be treated as suspected account compromise incident type and response plans for the account(s) followed accordingly.

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### RECOVERY AND MONITORING

Depending on the outcome of the investigation, HR may require close monitoring of the computer activity of the individual(s) involved.

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### REPORTING

The incident report for this type of investigation must very thoroughly document all the steps taken. This report must be delivered to HR, and their procedures will govern the confidentiality of the information, and any further distribution of the report.

	<b>Title: Incident Management Procedure</b>		
	<b>Document #:</b> -SEC-SOP-002015	<b>Document Type:</b> SOP	<b>Ver:</b> 01

## 7: VIOLATIONS AND SANCTIONS

The vCISO will administer this procedure, including the review of reported violations and the recommendation of appropriate actions in coordination with CompanyXYZ Security Officer.

Violation of the procedures detailed within this document could result in disciplinary actions up to and including termination with legal prosecution.

## 8: DOCUMENT CONTROL

### Version History

Date	Version	Comments
9/24/2021	1.0	Initial publication

## APPENDIX A: SAMPLE CYBER SECURITY INCIDENT REPORT FORM

# INCIDENT RESPONSE FORM

<b>Date:</b>		<b>CompanyXYZ:</b>	
<b>Department: COMPANYXYZ</b>		<b>CompanyXYZ Contact:</b>	
<b>Manager:</b>		<b>Team Members Involved:</b>	
<b>Incident Type:</b>		<b>SIRT Board Ticket #:</b>	
<b>TICKET NUMBER(S)</b>			
<b>INCIDENT DESCRIPTION</b>			
<b>INCIDENT TIME AND EVENTS</b>			
<b>RISK AND IMPACT (RAI)</b>			
<b>Risk</b>			
<b>Impact</b>			
<b>ROOT CAUSES ANALYSIS (RCA)</b>			
<b>CORRECTIVE ACTION/PREVENTATIVE ACTION PLAN (CAPA)</b>			
<b>Corrective Action:</b>			
<b>Preventative Action:</b>			
<b>SIGNOFF</b>			
<b>System Owner</b> Name: Date: Signature:_____		<b>System Owner</b> Name: Date: Signature:_____	
<b>System Owner</b> Name: Date: Signature:_____		IF AN INCIDENT IS GRADED AS A (HIGH/MEDIUM RISK/IMPACT INCIDENT), COMPANYXYZ MUST BE PRESENTED WITH A COMPLETED IRP FORM	