

Data Breach Response Plan Quick Checklist

This Checklist has been developed by Interactive and Ansvar Insurance. This Checklist is intended to provide general information to assist your organisation in managing risks relating to a cyber-data breach. This is not an exhaustive list.

A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.

USE THIS LIST TO CHECK WHETHER YOUR RESPONSE PLAN ADDRESSES RELEVANT ISSUES

INFORMATION TO BE INCLUDED						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
What a data breach is and how staff can identify one						
Clear escalation procedures and reporting lines for suspected data breaches						
Members of the data breach response team, including roles, reporting lines and responsibilities						

* Not Applicable

INFORMATION TO BE INCLUDED						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Details of any external expertise that should be engaged in particular circumstances						
How the plan will apply to various types of data breaches and varying risk profiles with consideration of possible remedial actions						
An approach for conducting assessments						
Processes that outline when and how individuals are notified						
Circumstances in which law enforcement, regulators (such as the OAIC), or other entities may need to be contacted						
Processes for responding to incidents that involve another entity						
A record-keeping policy to ensure that breaches are documented						

* Not Applicable



INFORMATION TO BE INCLUDED						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Requirements under agreements with third parties such as insurance policies or service agreements						
A strategy identifying and addressing any weaknesses in data handling that contributed to the breach						
Regular reviewing and testing of the plan						
A system for a post-breach review and assessment of the data breach response and the effectiveness of the data breach response plan						

* Not Applicable

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