Standard: Information Security Incident Management
Executive Summary

California State University Information Security Policy 8075.00 states security incidents involving loss, damage or misuse of information assets or improper dissemination of protected data, regardless of medium, must be properly reported and investigated to mitigate adverse impacts, protect the university from similar incidents, and comply with existing policies and laws. Information Security Incident Management standard defines the requirements for managing information security incidents for all SJSU computer and communication system information, with the goal of safeguarding the confidentiality, integrity, and availability of information stored, processed, and transmitted by SJSU. In addition, it provides strategy such as investigating, developing, reporting, implementation, and successfully recovery for the proper channels and team within SJSU to address and manage issues of crisis that affect the organization in a timely manner. The core of incident management is about proactively preparing for, reactively responding to, and lessons learned from an incident.
# Information Security Standards

## Information Security Incident Management

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Introduction and Purpose
This standard defines the requirements for managing Information Security Incidents for all San Jose State University (SJSU) computer and communication system information, with the goal of safeguarding the confidentiality, integrity, and availability of information stored, processed, and transmitted by SJSU.

Scope
This standard applies to all SJSU State, Self-Fund, and Auxiliary (“campus”) computer systems and facilities, with a target audience of SJSU Information Technology employees and partners.

Standard

Reporting information security events
Campus Information security events should be reported through appropriate management channels as quickly as possible.

Loss or Disclosure of Sensitive Information
If sensitive information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, both its Owner and the Information Security Office must be notified immediately.

Disclosure of Information System Vulnerabilities
Specific information about information system vulnerabilities, such as the details of a recent system break-in, must not be distributed to persons who do not have a demonstrable need to know.

Public Releases of Vulnerability Information
Press releases or other public statements issued by SJSU containing information systems vulnerability information must be free of explicit details.

System Vulnerability Exploitation and Victim Data
SJSU staff must not publicly disclose information about the individuals, organizations, or specific systems that have been damaged by computer crimes and computer abuses. Likewise, the specific methods used to exploit certain system vulnerabilities must not be disclosed publicly.

Production System Problems
All significant errors, incomplete processing and improper processing of production applications must be promptly reported to the IT Help Desk.

Information Security Pranks
Employees must not play practical jokes, engage in pranks, or otherwise humorously make it look like a security incident is taking place, will take place, or has taken place when this is not true.

Offensive Electronic Mail Messages
Employees are encouraged to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications. If the originator does not promptly
stop sending offensive messages, employees must report the communications to their manager and the Human Resources Department.

**Off-Site Systems Damage and Loss**
Employees must promptly report to their manager any damage to or loss of SJSU computer hardware, software, or information that has been entrusted to their care. Lost machines must be reported to the Information Security Office and the appropriate property forms completed. Stolen machines must be reported to University Police in addition to all procedures required for lost computers.

**Incident Reporting**
All suspected information security incidents must be reported as quickly as possible through the approved SJSU internal channels.

**Violation and Problem Reporting**
SJSU employees have a duty to report all information security violations and problems to the Information Security Office on a timely basis so that prompt remedial action may be taken.

**Violation and Problem Reporting Alternatives**
SJSU employees must immediately report all suspected information security problems, vulnerabilities, and incidents to either their immediate manager or to the Information Security Office.

**Violation and Problem Reporting Interference**
Any attempt to interfere with, prevent, obstruct, or dissuade a staff member in their efforts to report a suspected information security problem or violation is strictly prohibited and cause for disciplinary action. Any form of retaliation against an individual reporting or investigating information security problems or violations is also prohibited and cause for disciplinary action.

**Violation and Problem Reporting Identity**
Employees who report to the Information Security Office a security problem, vulnerability, or an unethical condition within SJSU may, at their sole discretion, have their identity held in strict confidence. This means that the whistleblower's immediate supervisor, other members of the management team, as well as other SJSU employees who are not directly involved in the receipt of the report, will not be given the whistleblower's identity.

**Reporting Security Breaches to Third Parties**
If an information systems security breach at SJSU causes private or proprietary third party information to be exposed, then these same third parties must be notified immediately so that they can take appropriate action.

**Reporting Suspected Security Breaches To Third Parties**
If a verifiable information systems security problem, or a suspected but likely information security problem, has caused third party private or confidential information to be exposed to unauthorized persons, these third parties must be immediately informed about the situation.

**Initial Response to Report of Identity Theft**
If a customer reports a case of suspected identity theft, SJSU staff must immediately put a hold on all accounts controlled by that individual. A suspected fraud notice must be placed on all accounts involved, and every transaction flowing through these accounts immediately thereafter must be verified with the rightful account holder before they are processed. The involved accounts must be closed as soon as possible, and a notice about the problem must be inserted in all new accounts established for that same customer.
Reporting Unauthorized Activity
Users of SJSU information systems must immediately report to the Information Security Office any unauthorized loss of, or changes to computerized production data. Any questionable usage of files, databases, or communications networks must likewise be immediately reported to the same manager.

Reporting Questionable Events
All unusual and suspicious information-security-related events must be promptly reported to the Information Security Office. These events include unusual requests for SJSU information coming from an external party, as well as previously unencountered system behavior.

Reporting Unexpected Requests for Log-In Information
Other than the regular and expected SJSU log-in screens, users must be suspicious of all pop-up windows, web sites, instant messages, and other requests for a SJSU user ID and password. Users encountering these requests must refrain from providing their SJSU user ID and password, as well as promptly report the circumstances to the IT Help Desk.

Reporting Design Problems
All potentially serious problems associated with information systems being designed or developed, that are not being adequately addressed by planned or existing projects, must be promptly reported to Information Security Office.

Contacting Law Enforcement
Employees must contact University Police immediately if an unlawful activity has taken place or any involved party feels physically threatened in any way.

Computer Crime Investigation
Whenever evidence clearly shows that SJSU has been victimized by a computer or communications crime, a thorough investigation must be performed. This investigation must provide sufficient information so that management can take steps to ensure that (1) such incidents will not be likely to take place again, and (2) effective security measures have been reestablished.

Missing Access Devices
Identification badges and physical access cards that have been lost or stolen--or are suspected of being lost or stolen--must be reported to University Police and Facilities Development & Operations immediately. Likewise, all computer or communication system access tokens (smart cards with dynamic passwords, telephone credit cards, etc.) that have been lost or stolen--or are suspected of being lost or stolen--must be reported to the Information Security Office immediately.

Reporting Unintended Sensitive Information Disclosures
Unintended disclosures of sensitive SJSU information are serious matters, and they must all be immediately reported to both the Chief Legal Counsel and the Information security office. Such reporting must take place whenever such a disclosure is known to have taken place, or whenever there is a reasonable basis to believe that such a disclosure has taken place.

Reporting security weaknesses
Category Description: All employees, contractors and third party users of information systems and services should be required to note and report any observed or suspected security weaknesses in systems or services to the Information Security Office.
Centralized Problem Reporting
All known vulnerabilities -- in addition to all suspected or known violations -- must be communicated in an expeditious and confidential manner to the Information Security Office. Unauthorized disclosures of SJSU information must additionally be reported to the involved information owners. Reporting security violations, problems, or vulnerabilities to any party outside SJSU (except external auditors) without the prior written approval of the Legal Department is strictly prohibited.

Reporting System Vulnerabilities
Users must promptly report all information security alerts, warnings, suspected vulnerabilities, and the like to the IT Help Desk. Users are prohibited from utilizing SJSU systems to forward such information to other users, whether the other users are internal or external to SJSU.

Security Weaknesses and Vulnerability Discussion
Employees who discover a weakness or vulnerability in the information security measures used by SJSU must not discuss these matters with anyone other than Information Security Office, or trained investigators designated by the Information Security Officer.

Vulnerability Disclosure
If a serious information system vulnerability is discovered by SJSU employees, and the vulnerability can be directly traced to a weakness in a certain vendor's hardware and/or software, then that vendor must promptly and confidentially be notified of the problem. SJSU employees must give the vendor a reasonable period of time to fix the problem before they publicly release any information about that same problem.

Reporting a Suspected Virus or Malware
Computer viruses can spread quickly and need to be eradicated as soon as possible to limit serious damage to computers and data. Accordingly, if employees report a computer virus infestation to the Information Security Office immediately after it is noticed, even if their negligence was a contributing factor, no disciplinary action will be taken. The only exception to this early reporting amnesty will be those circumstances where a worker knowingly caused a computer virus to be introduced into SJSU systems. However, if a report of a known infestation is not promptly made, and if an investigation reveals that certain employees were aware of the infestation, these employees will be subject to disciplinary action including termination.

Reporting of Software Malfunctions
All apparent software malfunctions must be immediately reported to line management or the information system service provider.

Management of Incident Response and Improvements
The Information Security Office will implement, manage, and improve an Incident Response team, for handling information security events. Responsibilities and procedures should be in place to handle information security events and weaknesses effectively once they have been reported. A process of continual improvement should be applied to the response to, monitoring, evaluating, and overall management of information security incidents. Where evidence is required, it should be collected to ensure compliance with legal requirements.

Responsibilities for Information Security Incident Response (IR)
The Information Security Office will develop and manage an Incident Response team consisting of the Information Security Officer, Chief Information Officer, Information Security Program
Coordinator and any stakeholders the team identifies as relevant to the case. The Incident Response Team shall handle any security abuse incidents.

**Designated Contact Person for All Disasters and Security Events**

Unless expressly recognized as an authorized spokesperson for SJSU, no worker may speak with the press or any other outside parties about the current status of a disaster, an emergency, or a security event that has been recently experienced.

**Computer Incident Response Plans**

For computer and communications systems, management must prepare, periodically update, and regularly test emergency response plans that provide for the continued operation of critical systems in the event of an interruption or degradation of service.

**Computer Incident Response Team**

IT Services must organize and maintain an internal Information Security Management Team that will provide accelerated problem notification, damage control, and problem correction services in the event of computer related emergencies such as virus infestations and hacker break-ins.

**Suspected System Intrusions**

Whenever a system is suspected of compromise, the involved computer must be immediately removed from all networks, and predetermined procedures followed to ensure that the system is free of compromise before reconnecting it to the network.

**Information Security Alert System**

Information Systems Department management must establish, maintain, and periodically test a communications system permitting employees to promptly notify appropriate staff about suspected information security problems.

**Unauthorized Access Problems**

Whenever unauthorized system access is suspected or known to be occurring, SJSU personnel must take immediate action to terminate the access or request assistance from the IT Help Desk.

**Messages to Attackers**

A cease and desist message must be sent to the source of all attacks mounted against SJSU computers or networks whenever the source or intermediate relay points can be identified.

**Information Security Problem Resolution**

All information security problems must be handled with the involvement and cooperation of in-house information security staff, the IT Services Information Security Management Team, or others who have been authorized by the SJSU Information Security Office.

**Incident Management Responsibilities**

The individuals responsible for handling information systems security incidents must be clearly defined by the Information Security Office. These individuals must be given the authority to define the procedures and methodologies that will be used to handle specific security incidents. Currently these individuals include the Chief Information Officer and Information Security Officer.
**Privacy Breach Response Team**
SJSU must establish and staff a special team with the responsibility of planning for, analyzing and responding to data breaches that may involve sensitive customer data. Currently this team consists of the members of the Institutional Data Management Council.

**Privacy Breach Notification Contents**
SJSU must provide a detailed explanation of any breach of private customer data as part of the standard notification process. The notification content must be reviewed and approved by both the Legal Department and the Information Security Office.

**Privacy Breach Record of Notification**
SJSU must keep a record of each customer notification attempt, including the name of the individual, date, time and notification method.

**Privacy Breach Media Notice for HIPAA Violations**
If the number of individuals affected by a HIPAA privacy breach incident is over 500 individuals within a given state or jurisdiction, then notice of the breach must be disclosed to prominent media.

**Privacy Breach Notice for Level 1 Violations**
Level 1 data violations must be reported by the Information Security Officer to the system-wide Chief Information Security Officer and to the Chief Information Officer. The Chief Information Officer shall notify the Vice President of Administration and Finance. The Vice President of Administration and Finance must notify the campus President.

**Privacy Event Notification Analysis**
Each security event identified as a possible privacy breach must be further analyzed to determine the notification requirements for the breach. Breaches that trigger the notification requirements must be logged and reporting immediately to the IT Services Information Security Management Team.

**Privacy Breach Notice - Web Site Posting**
SJSU must post notice of any privacy breach on the public web site, including details of the breach approved for public disclosure as required by law for confidential Level 1 security breaches.

**Learning from information security incidents**
There should be mechanisms in place to enable the types, volumes, and costs of information security incidents to be quantified and monitored.

**Violation and Problem Analysis**
An annual analysis of reported information security problems and violations must be prepared by the Information Security Office and presented to the University President.

**Collection of evidence**
There should be mechanisms in place to enable the types, volumes, and costs of information security incidents to be quantified and monitored.

**Computer Crime or Abuse Evidence**
To provide evidence for investigation, prosecution, and disciplinary actions, certain information must be immediately captured whenever a computer crime or abuse is suspected. The relevant information must then be securely stored off-line until official custody is given to another
authorized person or the chief legal counsel determines that SJSU will no longer need the
information. The information to be immediately collected includes the current system
configuration as well as backup copies of all potentially involved files.

Sources of Digital Evidence
For every production computer system, the Information security office must identify the sources
of digital evidence that reasonably could be expected to be used in a court case. These sources
of evidence must then be subject a standardized capture, retention, and destruction process
comparable to that used for vital records.

Disclosure of Information to Law Enforcement or Third Parties
By making use of SJSU systems, users consent to allow all information they store on SJSU
systems to be divulged to law enforcement at the discretion of SJSU management. Information
is also subject to discover as specified by the Public Records Act.

Performance Monitoring Information
Management must not use computers to automatically collect information about the
performance of employees unless the involved employees have collectively agreed that such
information realistically reflects their job-related performance.

Internal Investigations Information Confidentiality
Until investigations are complete and disciplinary action taken, all investigations of alleged
criminal or abusive conduct must be kept strictly confidential to preserve the reputation of the
suspected party.

Law Enforcement Inquiries
Even if the requesting party alleges to be a member of the law enforcement community, SJSU
employees must not reveal any internal SJSU information through any communications
mechanism unless they have established the authenticity of the individual’s identity and the
legitimacy of the inquiry. Any release of protected information shall be authorized by the Office
of General Counsel.

Legal Proceeding Participation
Any SJSU worker called by a subpoena or in any other manner called to appear or testify before
a judicial board or government agency on the behalf of the University must notify the Office of
General Counsel.

Providing Information in Legal Proceedings
Employees are prohibited from providing any SJSU records, or any copies thereof, to third
parties outside of SJSU or to government officials, whether in answer to a subpoena or
otherwise, unless the prior permission of the Chief Legal Counsel or Public Records Act Officier
has first been obtained. Likewise, employees are prohibited from testifying to facts coming to
their knowledge while performing in their official SJSU capacities, unless the prior permission of
the Chief Legal Counsel has first been obtained.

Investigation Status Reports
The status of information security investigations must be communicated to management only by
the lead investigator or the management representative of the investigation team.

Computer Crime Investigation Information
All evidence, ideas, and hypotheses about computer crimes experienced by SJSU, including
possible attack methods and perpetrator intentions, must be communicated to the Chief Legal
Counsel and treated as restricted and legally privileged information.
Forensic Analysis Process
Every analysis or investigation using data storage media that contains information that might at some point become important evidence to a computer crime or computer abuse trial, must be performed with a copy rather than the original version. This will help to prevent unexpected modification to the original information.

Information Security Investigations
All SJSU internal investigations of information security incidents, violations, and problems, must be conducted by trained staff authorized by the Information Security Office.

Internal Investigations and Official Inquiries
All SJSU employees must testify or otherwise respond to questions associated with internal investigations when directed to do so by the Chief Legal Counsel. Under certain circumstances, this testimony or response must be provided while under oath.

Intrusion Investigations Details
Details about investigations of information system intrusions that may be still underway must not be sent via electronic mail. Likewise, to prevent such information from falling into the hands of intruders, files which describe an investigation now underway must not be stored on potentially compromised systems or anywhere on a related network where they could be reasonably expected to be viewed by intruders.

Single person responsible for electronic evidence production
SJSU will appoint a single individual responsible for coordinating the discovery and presentation of electronic evidence that may be required to support litigation or to fulfill the obligations of the Public Records Act.

Special Data classification for possible electronic evidence
SJSU data that may be considered electronic evidence must have a specific data classification. An electronic evidence handling policy, published jointly by the Information Security Office and the legal department, will outline the controls required to protect this special class of data.