



**Information Technology Services
Security Control Standards**

NIST Control Family – Incident Response

CONTROL NUMBER	CONTROL NAME	PRIORITY	REVISION DATE	NEXT SCHEDULED REVIEW DATE
IR-6	Incident Reporting	P1	4/15/2020	4/15/2021

I. Statement

Tarleton State University requires personnel to promptly report suspected security incidents to the university incident response capability and reports security incident information to the information security officer.

II. Applicability

This Control applies to all Tarleton network information resources. The intended audience for this Control includes all information resource owners, custodians, and users of information resources.

III. Risk Statement

Security events and weaknesses are not detected and corrected due to lack of users reporting them.

IV. Implementation

A. Security incidents shall be promptly reported to immediate supervisors and the university Information Security Officer. Security incidents that require timely reporting to the department include those events that are assessed to:

1. Propagate to other state systems;
2. Result in criminal violations that shall be reported to law enforcement; or
3. Involve the unauthorized disclosure or modification of confidential information, e.g., sensitive personal information as defined in §521.002(a)(2), Business and Commerce Code, and other applicable laws that may require public notification.

B. If the security incident is assessed to involve suspected criminal activity (e.g., violations of Chapters 33, Penal Code (Computer Crimes) or Chapter 33A, Penal Code



(Telecommunications Crimes)), the security incident shall be investigated, reported, and documented in a manner that restores operation promptly while meeting the legal requirements for handling of evidence.

- C. Depending on the criticality of the incident, it will not always be feasible to gather all the information prior to reporting. In such cases, incident response teams should continue to report information to the department as it is collected. The department shall instruct the university as to the manner in which they shall report such information to the department. Supporting vendors or other third parties that report security incident information to the university shall submit such reports to the university in the form and manner specified by the department, unless otherwise directed by the university.
- D. Summary reports of security-related events shall be sent to the department on a monthly basis no later than nine (9) calendar days after the end of the month. The university shall submit summary security incident reports in the form and manner specified by the department. Supporting vendors or other third parties that report security incident information to the university shall submit such reports to the university in the form and manner specified by the department, unless otherwise directed by the university.