When the SCOTT FISCAL COURT identifies that a security breach has occurred in which personal information has been disclosed to, or obtained by, an unauthorized person(s) within three business days it shall notify the Kentucky State Police, The Auditor of Public Accounts, the Attorney General and the Commissioner of the Department for Local Government and complete form COT-F012. Further, the SCOTT FISCAL COURT will document the following:

1. Preliminary reporting and description of the incident;
2. Response, including evidence gathered;
3. Final assessment and corrective action taken; and
4. Final Reporting.

Incident response procedures can be a reaction to security activities such as:

1. Unauthorized access to personal data or resources;
2. Denial of service attacks;
3. Actual or anticipated widespread malware infections;
4. Data breaches;
5. Loss/Theft of Equipment;
6. Significant disruption of service;
7. Significant level of unauthorized scanning activity to or from host network.

Investigation: The SCOTT FISCAL COURT will make reasonable efforts to investigate any security breaches in which personal information is disclosed to, or obtained by, an unauthorized person and will take appropriate corrective action.

Disclosure Communication: The SCOTT FISCAL COURT will comply with all Federal and State laws and policies for information disclosure to media or the public. In some circumstances, communication about an incident is necessary, such as contacting law enforcement. The SCOTT FISCAL COURT will use discretion in disclosing information about the incident. Such information includes network information, type of incident, specific infection type (if applicable), number of assets affected, specific detail about applications affected, applications used to employ corrective action/investigate, etc.
The SCOTT FISCAL COURT may share relevant incident indicator information with peers to improve detection and analysis of incidents. Within the parameters of the law, minimal disclosure regarding incidents is preferred to prevent unauthorized persons from acquiring sensitive information regarding the incident, security protocols and similar matters, in an effort to avoid additional disruption and financial loss.

Third Party Agreements

Wherein, it becomes necessary to disclose or share certain protected information in the course of providing services to clients and/or employees, with contractors, it is hereby required that all contractors, subcontractors or interested parties that may become privy to personal, private, or medical information, by virtue of their professional relationship with the SCOTT FISCAL COURT