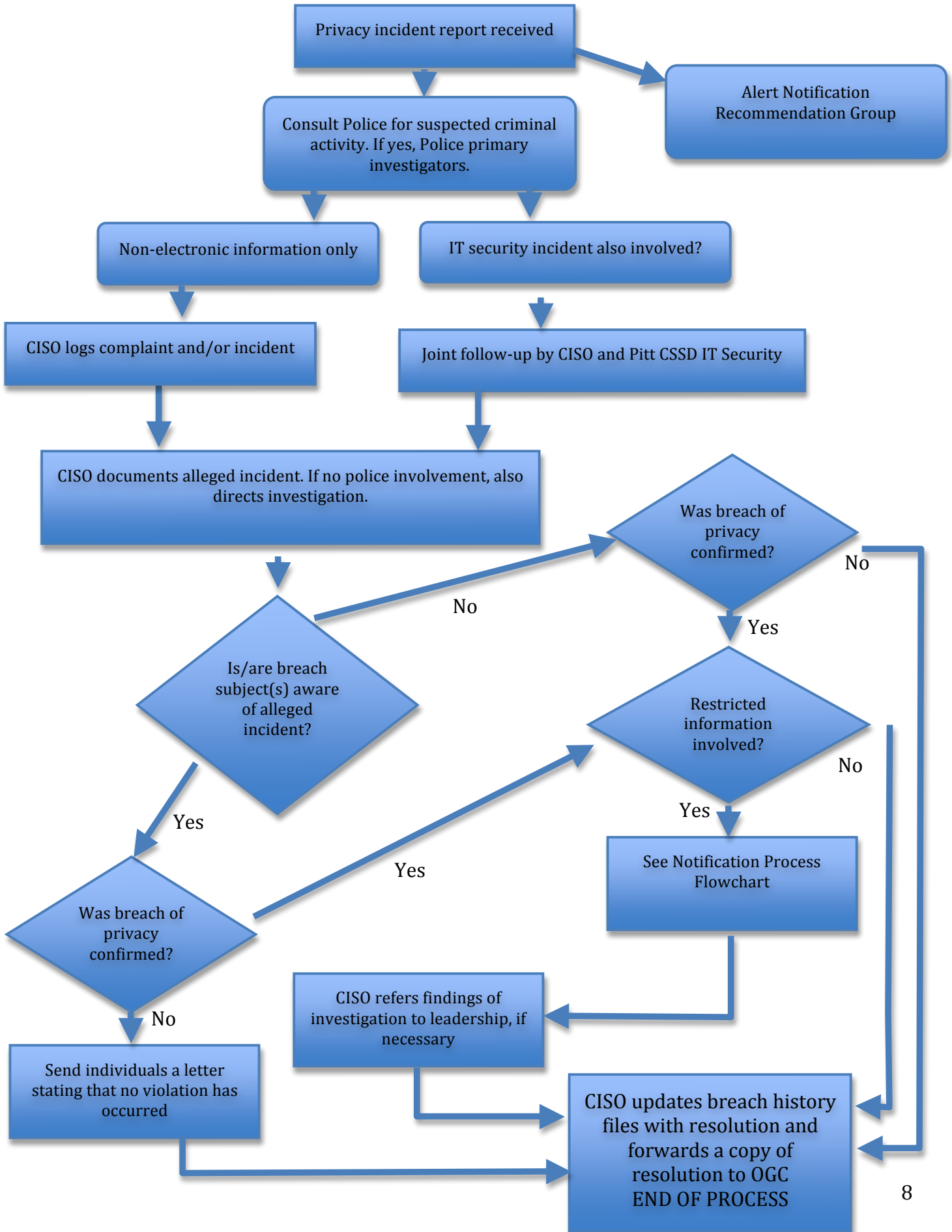
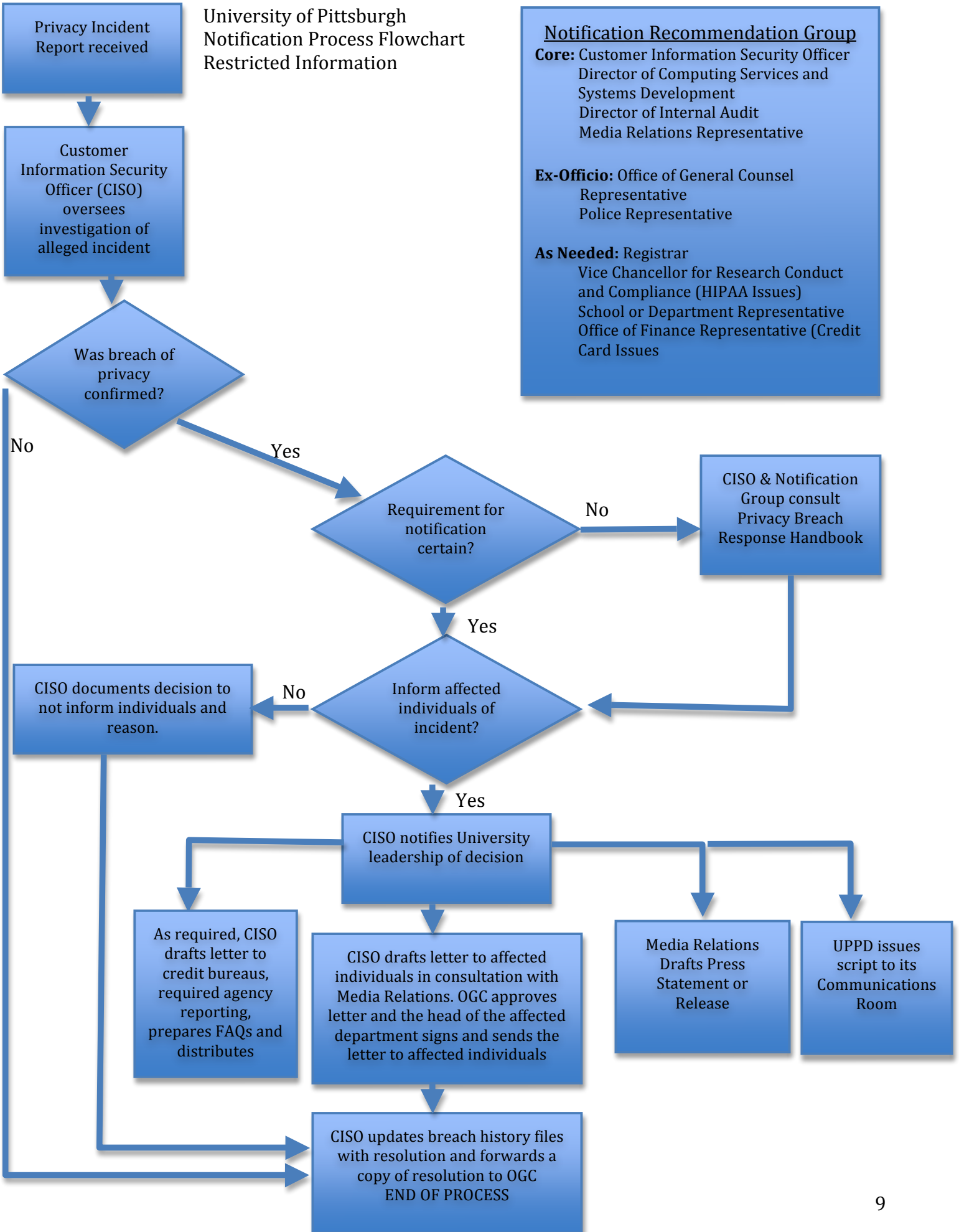


# University of Pittsburgh Data Breach Response



University of Pittsburgh  
Notification Process Flowchart  
Restricted Information

**Notification Recommendation Group**  
**Core:** Customer Information Security Officer  
 Director of Computing Services and Systems Development  
 Director of Internal Audit  
 Media Relations Representative  
**Ex-Officio:** Office of General Counsel Representative  
 Police Representative  
**As Needed:** Registrar  
 Vice Chancellor for Research Conduct and Compliance (HIPAA Issues)  
 School or Department Representative  
 Office of Finance Representative (Credit Card Issues)



## Data Breach Response Checklist

- Initial Credible Report
- Notification to Notification Recommendation Group and Senior Staff
- Notification to the Head of School or Division
- Consult Flow Charts
- Prepare Notification Memo to Individuals
- Prepare Script and FAQs
- Prepare Press Release/Statement
- Activate Hotline with CSSD Assistance
- Follow Law Enforcement Recommendations
- Prepare Report to Credit Bureaus
- Prepare Agency Reports as may be Required by Law
- Prepare Staffing Plan to Create Letters, Staff Phones, etc.
- Prepare Notification to Credit Card Processor (if necessary)
- Keep Chronology of Steps Undertaken
- Forward Legal Questions to OGC
- Forward Claims to Risk Management
- Audit Related Areas as Necessary
- Conduct After Action Review