Cardiff and Vale College
Coleg Caerdydd a'r Fro

Security Incident Procedures

Security Incident definition

A security incident is defined as a suspected, actual, attempted, successful, accidental or malicious:-

- unauthorized access, use, disclosure, modification or destruction of information
- interference with an information technology operation
- violation of explicit or implied acceptable use policy.

Examples include, but are not limited to:-

- Workstation intrusion (e.g. Virus)
- Unauthorised access or use of systems or data
- Unauthorised changes to workstation or software
- Loss or theft of equipment (e.g. laptops, hard drives, USB drives etc) used to store private or potentially sensitive information.
- Compromised user account (e.g. password disclosures)

Report a security incident

Any suspected breach must be reported as soon as possible to the IT Helpdesk either via t email (ITServices@cavc.ac.uk), in person or via phone (internal 1287 external 07483975559).

Consequences of breaches

Any confirmed breach of security will be dealt on a per incident basis dependent on the seriousness of the breach. Consequences of breaches are but is not limited to:-

- Formal warning
- Written warning
- Dismissal

There is a Welsh version of this document available.

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Approved by:	Quality Standards Board	**Executive Lead:** :	VP Corporate Resources
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