Policy and Procedure: Lost, Stolen, or Damaged DSHS Data

1. It is the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to report lost or stolen DSHS data to DSHS immediately if possible but no later than within 1 business day after discovery.
2. If data is lost or stolen staff are to report it immediately to their supervisor.
3. The supervisor shall report the loss to DSHS in accordance with the procedures for reporting lost or stolen data in the DSHS IT Standards Manual.
4. If possible data will be remotely wiped from any equipment that is lost, stolen, or damaged.
5. If DSHS data is damaged in the event of a disaster, natural or other, a backup of the data can be located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_