



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Potential Data Breaches or Personally Identifiable Information	
POLICY NUMBER: DJJ 144	
TOTAL PAGES: 2	
EFFECTIVE DATE: 6/22/17	
APPROVAL: Carey D. Cockerell <i>Carey D. Cockerell</i> COMMISSIONER	

I. POLICY

The Department of Juvenile Justice shall maintain all Social Security information in a confidential and secure manor. If a suspect breach occurs, the department staff shall rectify the situation pursuant to the Information Exchange Agreement between the Social Security Administration.

II. APPLICABILITY

This policy shall apply to all staff, volunteers, contractors, facilities, and offices of the Department.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. If there is a suspected breach, security breach, security incident, security violation, or personally identifiable information (PII) loss of Social Security Administration (SSA) provided information contact your supervisor and the Information Systems Manager or designee immediately.
- B. The Information Systems Branch Manager or designee responsible for system security must notify the SSA Systems Security Contract within one hour.
- C. If, for any reason, the responsible State official or delegate is unable to notify the SSA Systems Security Contact within one hour, the responsible State Agency official or delegate must report the incident by contacting SSA's National Network Service Center (NNSC) toll free at 877-697-4889 (select "Security and PII Reporting" from the options list).

POLICY NUMBER DJJ	EFFECTIVE DATE 6/23/2017	PAGE NUMBER 2 of 2
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D. If the SSA's National Network Services Center is to be contacted instead of the SSA Regional Office Contract or the SSA Systems Security contact, the caller shall contact the following individual:

Brooks Hansen
IT Specialist/ATL Region Data Exchange
Center for Automation, Security and Integrity
Email: Brooks.Hansen@ssa.gov

(205) 801-1819 Office
(205) 530.1515 Telework Days

1. The caller must have the name, email, and phone number of the SSA Systems Security Contact or the NNSC will not take the report.
 2. In addition to the Social Security Administration, the Information Systems Branch Manager or designee shall also notify:
 - a. The Commissioner of the Kentucky State Police
 - b. The Auditor of Public Accounts
 - c. The Attorney General
 - d. The Secretary of Finance or designee
 - e. Notify the Commonwealth Office of Technology
 - f. Notify the CHFS OATS Security Team
- E. When reporting a breach, the Information Systems Branch Manager shall use the Attachment 5 (PII Loss Reporting Worksheet) of the Information Exchange Agreement between the Social Security Administration and the Department of Juvenile Justice.

V. MONITORING MECHANISM

- A. The Fiscal Branch Manager or designee shall review and analysis any system breaches at the time of the breach and resolve such breach in accordance with of Information Exchange Agreement between the Social Security Administration.
- B. The Fiscal Branch Manager or designee shall implement any system changes needed to resolve such breaches and to address any concerns for future processing.
- C. The Fiscal Branch Manager or designee shall convene a committee annually to analysis the current system security for the purpose of quality improvement.