**Sample Breach of Personally Identifiable Information (PII) Policy**

*The following template has been created by the Massachusetts Office for Victim Assistance (MOVA). This template is provided as a general sample and should be adapted, edited, and updated to meet the specific policies, procedures, and practices of your organization.*

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| **Subject: Breach of Personally Identifiable Information (PII) Policy** |
| **Policy Number:** |
| **Effective Date:**  |

1. **Purpose**

In this section the agency should explain the purpose of this document, such as to establish a procedure to respond to an actual or imminent breach of personally identifiable information.

1. **Policy**

In this section the agency should state its policy regarding breaches of PII. For example, to establish a written policy and procedure to protect against any reasonably anticipated threats or hazards to the security or integrity of such information, and to protect against unauthorized access to or use of such information in a manner that creates a substantial risk of identity theft or fraud.

1. **Definitions**

In this section the agency may wish to provide definitions of relevant terms such as “breach” and “personally identifiable information”.

1. **Procedures**

The agency should explain the steps it will take in the event of an actual or imminent breach of PII. This procedure could include the following:

* A staff member will be designated as the individual responsible for ensuring the implementation of the plan.
* Any employee who becomes aware of an actual or imminent breach of PII must report to the designated staff member upon first becoming aware of the breach.
* The designated staff member will notify all affected parties whose PII data may have been compromised, and notification will include the remedy by which any damages as a result of the data breach will be rectified.
* If a PII breach has occurred or an imminent breach has been detected, the agency will immediately report the actual or perceived breach to MOVA. The notification will include a description of the nature of the breach of PII and the actions taken to remedy the breach.
1. **Training**

The agency should describe its procedure to provide periodic training for agency employees in how to implement the plan and distribute a copy of this plan to all staff members.