

## CITY OF WATERTOWN

### CYBER SECURITY CITIZENS' NOTIFICATION POLICY

- A. This policy is consistent with the State Technology Law, section 208 as added by Chapters 442 and 491 of the laws of 2005. This policy requires notification to impacted City of Watertown residents and non-residents. New York State values the protection of private information of individuals, and mandates that the City adopt this policy. Accordingly, the City is required to notify an individual when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and this policy.
- B. The City, after consulting with the State's Office of Cyber Security and Critical Infrastructure Coordination ("CSCIC") to determine the scope of the breach and restoration measures, shall notify an individual when it has been determined that there has been, or is reasonably believed to have been, a compromise of private information through unauthorized disclosure.
- C. A compromise of private information shall mean the unauthorized acquisition of unencrypted computerized data with private information.
- D. If encrypted data is compromised along with the corresponding encryption key, the data shall be considered unencrypted and thus fall under the notification requirements.
- E. Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.
- F. The City will notify the affected individual. Such notice shall be directly provided to the affected persons by one of the following methods:
- written notice;
  - electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form and a log of each such notification is kept by the City.
- G. The City shall notify CSCIC as to the timing, content and distribution of the notices and approximate number of affected persons.
- H. The City shall also notify the Attorney General and the Consumer Protection Board,

whenever notification to a City resident is necessary, as to the timing, content and distribution of the notices and approximate number of affected persons.

- I. Regardless of the method by which notice is provided, such notice shall include the City's contact information and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.
- J. This Policy also applies to information maintained on behalf of the City by a third party.

March \_\_\_\_\_, 2006