**Purpose:**
Describe the business process for responding to information security incidents at CSU Channel Islands.

**Background:**
Channel Islands must develop and maintain an information security incident response program that includes processes for investigating, responding to, reporting, and recovering from incidents involving loss, damage, misuse of information assets containing protected data, or improper dissemination of critical or protected data, regardless of the medium in which the breached information is held or transmitted (e.g., physical or electronic). The campus program must:

- Define and/or categorize incidents.
- Designate specific personnel to respond and investigate information security incidents in a timely manner.
- Include procedures for documenting the information security incident, determining notification requirements, implementing remediation strategies, and reporting to management.
- Include processes to facilitate the application of lessons learned from incidents.
- Support the development and implementation of appropriate corrective actions directed at preventing or mitigating the risk of similar occurrences.

The campus information security incident response plan must be reviewed and documented annually and comply with the CSU Information Security Incident Management Standards. This document describes the information security incident management process and the roles and responsibilities of those involved as required by ICSUAM Policy 8075.0, [http://www.calstate.edu/icsuam/sections/8000/8075.0.shtml](http://www.calstate.edu/icsuam/sections/8000/8075.0.shtml).

Channel Islands participates in utilizes California State University's Information Security Advisory Committee (ISAC)Services. ISAC enables Channel Islands to develop a highly effective and professional information security program in concert with CSU system-wide information security. This policy delineates the roles and responsibilities of campus personnel for security incident response.
BUSINESS PRACTICE:

Accountability:
VP for Technology & Communication (CIO)

Applicability:
All users of campus information, and campus information systems including but not limited to students, faculty, staff, alumni, and members of auxiliary organizations.

Definitions:
Terms used in this Business Practice, unless otherwise defined by this section, are defined in Attachment 1 — VISC Incident Response Guideline.

(1) Information Security Incident
   a. Any known or highly suspected circumstance that results in an actual or possible unauthorized release of information deemed confidential or sensitive by the University or subject to regulation or legislation, beyond the University’s sphere of control.

(2) Computer Security Incident Response Team (CSIRT)
   a. These resources will act as the CSIRT at CSU Channel Islands. These resources should be appointed and in place well in advance of any incident occurring at Channel Islands.
      i. VP for Technology & Communication (CIO) (or designee)
      ii. Campus Information Security Officer
      iii. Campus Law Enforcement representative
      iv. T&C Help Desk
      v. T&C Network Team
      vi. T&C Server Team

Text:

General
Unless otherwise specified or defined by this Business Practice, Information Security Incidents at CSU Channel Islands are handled as prescribed in Attachment 1 — VISC Incident Response Guideline.
Business Practice for Security Incident Response

Incident Severity Levels
Security incidents at Channel Islands will be categorized into three (3) levels – High, Medium and Low:

(1) High Severity Incident (Level 1)
   a. An incident is categorized as High/Level 1 if it meets the following criteria:
      i. The incident could have long term effects on the Campus community
      ii. The incident affects critical systems or has a Campus-wide effect
      iii. The incident could damage the reputation of the University
      iv. The incident is a violation of State and/or Federal law
   b. Examples of incidents that would be considered as High/Level 1 Severity include:
      i. Security compromise of Campus enterprise systems or applications
      ii. Cyber-stalking
      iii. Patriot Act violations
      iv. Loss or theft of Level 1 (Confidential) information
      v. International, Federal, State or Local law violations including:
         1. HIPPA
         2. FERPA
         3. Child Pornography

(2) Medium Severity Incident (Level 2)
   a. An incident is categorized as Medium/Level 2 if it meets the following criteria:
      i. The incident indicates a threat of future attack (network reconnaissance)
      ii. The incident has a strong possibility of affecting a large portion of the campus network
      iii. If there’s an imminent danger the incident may modify the public’s perception of Channel Islands due to information security reasons other than disclosure of personal and sensitive information or disruption of service
   b. Examples of incidents that would be considered as Medium/Level 2 Severity include:
      i. Loss or theft of Level 2 (Sensitive) information (as prescribed in the University Policy on Data Classification Standards - http://policy.csuci.edu/IT/01/IT.01.001.pdf)
      ii. Web site defacement
      iii. Personal business operations using Campus resources
      iv. Unauthorized excessive resource utilization
      v. Compromised Faculty/Staff accounts
   c. There may be cases where a Medium/Level 2 Severity Incident is required to be escalated to a higher level incident based upon the findings of that incident.
Business Practice for Security Incident Response

(3) Low Severity Incident (Level 3)
   a. An incident is categorized as Low/Level 3 if it meets the following criteria:
      i. The incident poses no imminent threat to the California State University, Channel Islands’ information systems, or Channel Islands’ confidential and sensitive data (as prescribed in the University Policy on Data Classification Standards - http://policy.csuci.edu/IT/01/IT.01.001.pdf)
   b. Examples of incidents that would be considered as Low/Level 3 Severity include:
      i. Malware/virus infected system connected to the Campus network
      ii. Copyright infringement notification (RIAS, MPAA, DMCA)
      iii. Illegal sharing of copyrighted materials including music, movies, and software
      iv. Compromised student accounts
      v. Unauthorized servers including:
         1. Game Servers
         2. Chat Servers
         3. File Servers
         4. DHCP Servers
   c. There may be cases where a Low/Level 3 Severity Incident is required to be escalated to a higher level incident based upon the findings of that incident.

Notification Protocols

(1) If a breach of level 1 data has occurred (level 1 data as prescribed in the University Policy on Data Classification Standards - http://policy.csuci.edu/IT/01/IT.01.001.pdf), the campus President must notify the Chancellor; the VP for Technology & Communication (CIO) must notify the Assistant Vice Chancellor for Information Technology Services; the campus ISO must notify the Chief Information Security Officer (CISO) of the system; and Campus Law Enforcement must contact local, State and Federal law enforcement agencies as warranted by the data breach.

(2) If a breach of level 2 data has occurred (as prescribed in the University Policy on Data Classification Standards - http://policy.csuci.edu/IT/01/IT.01.001.pdf), the campus ISO must notify the Chief Information Security Officer (CISO) of the system. The CISO will provide the Chancellor with quarterly status reports on level 2 data breaches that have occurred in the CSU.
Vulnerability Reporting

Responsible Disclosure:
Students, faculty, staff, and others with access to T&C information resources on campus are encouraged to exercise active vigilance in reporting suspected information security vulnerabilities. A person who has information about any information security vulnerability is encouraged to disclose that vulnerability to:

1. T&C Help Desk at 805-437-8552 or helpdesk@csuci.edu; or
2. Information Security Officer at infosec@csuci.edu

Pursuant to the University Policy on Data Classification Standards (http://policy.csuci.edu/IT/01/IT.01.001.pdf), information pertaining to vulnerabilities in University information systems are classified Level 2 – Internal Use.

Incident Reporting

Any person who knows or suspects that an information security incident is in progress must immediately report that incident to:

1. T&C Help Desk at 805-437-8552 or helpdesk@csuci.edu; or
2. Information Security Officer at infosec@csuci.edu

Furthermore, any T&C staff member who is advised of a known, suspected, or anticipated information security incident must notify their supervisor and the VP for Technology & Communication (CIO).

Any T&C staff to which an incident is reported must -

1. Collect the following information from the source reporting the incident:
   a. Identifying information
      i. Name of the person reporting the incident
      ii. Job title (if applicable) of the person reporting the incident
      iii. Contact information (phone number, email, office location, etc.) of the person reporting the incident
   b. Brief description of incident being reported
      i. Start date and time when incident was discovered
      ii. How the incident was discovered
   c. All known parties to the incident, including those in- and outside of the University, and their contact information,

2. Provide a reminder to the person reporting the incident that the details of the incident are classified Level 1 — Confidential, and
Business Practice for Security Incident Response

(3) Transmit that information via Help Desk ticket to the Information Security Officer or designee, as Priority 1 – 4 Hour Response.
Pursuant to the University Policy on Data Classification Standards (http://policy.csuci.edu/IT/01/IT.01.001.pdf), information pertaining to suspected, anticipated, or actual information security incidents are classified Level 1 – Confidential.

Information Security Incident Reporting and Vulnerability Disclosure:

Prohibition on use for disciplinary action

(1) The VP for Technology & Communication (CIO) may not use information disclosed to T&C concerning information security incidents or vulnerabilities for disciplinary action against T&C staff members.
(2) The prohibition in paragraph (a) does not apply to:
   a. Deliberate actions that cause or permit an incident to occur, or details of a vulnerability to be opened or irresponsibly disclosed to an outside party,
   b. Criminal actions, and
   c. Conduct that is careless or reckless so as to endanger the information security of the University, or the life or property of another.

Incident Classification and CSIRT Activation

The CSIRT Lead will, within 24 hours, determine:

(1) If the incident is a High (Level 1), Medium (Level 2) or Low (Level 3) level incident
(2) If the security incident warrants the activation of the CSIRT or can be handled without full CSIRT activation, and
(3) The severity of that incident, in accordance with Section 3.0 of Attachment 1 – VISC Incident Response Guideline.

CSIRT will always be activated to respond to High (Level 1) and Medium (Level 2) severity incidents.

Incident Review and Reports

After the conclusion of each information security incident, the T&C Information Security Officer will issue an incident report containing facts, findings, and recommendations. Incident reports are classified Level 1 – Confidential.

T&C Information Security incident reports are inquisitorial in nature and intended to present narrative information along with the results of incident investigation. To the extent practical, actors named by
Business Practice for Security Incident Response

reports are de-identified and the reports are not intended to fix responsibility for an information security incident in an adversarial manner.
T&C Information Security incident reports are retained indefinitely. The VP for Technology & Communication (CIO) may authorize the release of incident reports to those persons outside of T&C with a need to know.

Implementation:
Initial training of required personnel:
(a) The Manager of T&C User Services shall certify that:
   (1) Each T&C Help Desk employee has reviewed the University Policy on Data Classification Standards (http://policy.csuci.edu/IT/01/IT.01.001.pdf) and the portions of this Business Practice that pertain to incident reporting to the T&C Help Desk, and
   (2) T&C Help Desk training materials and operating manuals have been revised to incorporate information security incident response and the portions of this Business Practice that pertain to incident reporting to the T&C Help Desk.
(b) The Manager of T&C Infrastructure shall certify that:
   (1) Each member of T&C Infrastructure has reviewed the University Policy on Data Classification Standards (http://policy.csuci.edu/IT/01/IT.01.001.pdf), and the portions of this Business Practice that pertain to incident reporting to the T&C Help Desk.
(c) The Information Security Officer shall certify that:
   (1) Each member of T&C has access to review the University Policy on Data Classification Standards (http://policy.csuci.edu/IT/01/IT.01.001.pdf), and the portions of this Business Practice that pertain to incident reporting to the T&C Help Desk.

Exhibits:
Attachment 1 - VISC Incident Response Guideline
Attachment 2 – Incident Process Flow Diagram
Process Number: BP-01-008  
Effective Date: 03/06/2013  
Approved By: A. Michael Berman  
VP for Technology & Communication  

Page 8 of 8

Business Practice for Security Incident Response

Assessment Requirements:
Assessment requirements and history are listed in the grid below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Frequency</th>
<th>Role Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>General review of business practice</td>
<td>Annual – July</td>
<td>ISO</td>
</tr>
</tbody>
</table>

Revision History:

<table>
<thead>
<tr>
<th>BP Nbr: BP-01-008</th>
<th>Enacted Date: 03/06/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision Nbr: 999</td>
<td>Revision Date: 99/99/9999</td>
</tr>
</tbody>
</table>
