

# Data Breach Response Plan Quick Checklist



Use this list to check whether your response plan addresses relevant issues.

Information to be included	Yes	No	Comments
What a data breach is and how staff can identify one			
Clear escalation procedures and reporting lines for suspected data breaches			
Members of the data breach response team, including roles, reporting lines and responsibilities			
Details of any external expertise that should be engaged in particular circumstances			
How the plan will apply to various types of data breaches and varying risk profiles with consideration of possible remedial actions			
An approach for conducting assessments			
Processes that outline when and how individuals are notified			
Circumstances in which law enforcement, regulators (such as the OAIC), or other entities may need to be contacted			
Processes for responding to incidents that involve another entity			
A record-keeping policy to ensure that breaches are documented			
Requirements under agreements with third parties such as insurance policies or service agreements			
A strategy identifying and addressing any weaknesses in data handling that contributed to the breach			
Regular reviewing and testing of the plan			
A system for a post-breach review and assessment of the data breach response and the effectiveness of the data breach response plan			