

# CyberCare

**Office of the Australian Information Commissioner**  
Data breach response plan quick checklist



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## Office of the Australian Information Commissioner

### Data breach response plan quick checklist

<b>Information to be included</b>	<b>Yes</b>	<b>No</b>
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		
A system for a post-breach review and assessment of the data breach response and the effectiveness of the data breach response plan		