



Finance & Administration Cabinet Suspected and Determined Breach Notification Form

Section 1

(To be completed within 72 hours of determination/notification of security breach.)

1. Indicate whether the required notifications have been made in writing:

- Commissioner of the Kentucky State Police;
- Auditor of Public Accounts;
- Attorney General;
- Secretary of the Finance & Administration Cabinet (if applicable);
- Commissioner of the Department for Local Government (if applicable);
- Commissioner of the Kentucky Department of Education (if applicable); and
- President of the Council on Postsecondary Education (if applicable)

2. Date Security Breach Determined: _____

3. Date and Time of Notification to Above-Listed Agencies: _____

4. Agency Name: _____

5. Agency Contact: _____

6. Agency Contact Phone Number: _____

7. Agency Contact Email: _____

8. Third-Party Security Breach? YES NO

a. If YES, Third-Party Name: _____

b. If YES, Date Third-Party Notified Agency: _____



Section 2

(To be completed within 48 hours of conclusion of investigation required by KRS 61.933(1)(a)2.)

1. Indicate whether the required notifications have been made in writing:

- Commissioner of the Kentucky State Police;
- Auditor of Public Accounts;
- Attorney General;
- Secretary of the Finance & Administration Cabinet (if applicable);
- Commissioner of the Department for Local Government (if applicable);
- Commissioner of the Kentucky Department of Education (if applicable);
- President of the Council on Postsecondary Education (if applicable);
- Commissioner of the Department for Libraries and Archives (if applicable); and
- Commonwealth Office of Technology (if applicable)

2. Was personal information breached? YES NO

a. If YES, Explain: _____

b. Total Number of Individuals Impacted: _____

c. Date Affected Individuals Notified: _____

d. Indicate whether the required notices have been provided:

- Web Posting Regional or Local Media
- Major Statewide Media (if applicable) Mail/Letter
- Email Telephone
- Other (explain): _____

3. Were all consumer credit reporting agencies notified? YES NO

a. If YES, When: _____

4. Do any federal security breach compliance requirements apply? YES NO

a. If YES, Explain: _____



Section 3

(To be completed if notification delayed pursuant to KRS 61.933(3).)

1. Was notification delayed? YES NO
2. If YES, indicate why notification delayed and attach a completed FAC-002:
 - Law enforcement investigation. KRS 61.933(3)(a).
 - Agency determined that the measures necessary to restore the reasonable integrity of the data system could not be implemented within the timeframe established and would delay the breach determination. Delay was approved, in writing, by the Office of the Attorney General. KRS 61.933(3)(b).

Section 4

(To be completed at the conclusion of any resolution process.)

1. What actions were taken to resolve the security breach? _____

2. What actions, if any, have been taken to prevent future security breaches? _____

3. What actions are taken as a matter of course to protect personal data from security breaches?

4. Was there any quantifiable financial impact to the Agency reporting the security breach?

References:

KRS 42.726 – <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=53177>

KRS 61.931 to 61.934 – <https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=37294>