I. PURPOSE

This policy reflects East Carolina University’s commitment to implement policies and procedures for detecting and responding to security incidents.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. POLICY

ECU Health Care Components must have a formal, documented process for quickly and effectively detecting and responding to security incidents that may impact the confidentiality, integrity, or availability of the University’s information systems.

All ECU Health Care Components’ actions to respond to and recover from security incidents must be carefully and formally controlled. At a minimum, formal procedures must ensure that all actions taken are intended to minimize the damage of a security incident and prevent further damage, all actions taken are carefully documented, and all actions taken are reported to appropriate management and reviewed in a timely manner.

All ECU workforce members must report any observed or suspected security incidents as quickly as possible via the University’s security incident reporting procedure.
IV. APPICABILITY

This policy is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.

V. PROCEDURE

The following safeguards must be implemented to satisfy the requirements of this policy:

1. ECU Health Care Components must have a formal, documented process for quickly and effectively detecting and responding to security incidents, as specified in the Response and Reporting Standard.

VI. DEFINITION

A security incident is defined as any event that creates a risk to the confidentiality, integrity, or availability of EPHI.

VII. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention.