

Greece Public Library Information Breach Notification Policy

This policy defines the circumstances under which the Greece Public Library shall provide notice regarding a breach in security that results in unauthorized access to private information.

This policy applies to information stored by the Greece Public Library. Suspected or confirmed information security breaches must be reported immediately to the Library Director. A breach is defined as unauthorized access to library information. The library will investigate all reports of breaches of security related to information maintained by the library. Based on the results of the investigation, internal and/or external parties may be notified, as necessary.

Upon notification of a suspected information security breach, the library will:

- Report the breach to the appropriate officials;
- Block, mitigate, or de-escalate the breach, if possible;
- Implement processes and procedures to prevent similar breaches from occurring in the future.

Internal Notification

The employee discovering the breach will report it to the Library Director who will establish an appropriate response strategy. If it is determined that criminal activity has taken place, the Library Director will notify law enforcement, the Library Board of Trustees President and the Town of Greece attorney.

External Notification

The Library Director will determine if external notification is required. External notification is required if any of the following conditions are met:

- Access has been gained to private information as that term is defined in New York State Technology Law Section 208(1)(a);
- A physical device that contains private information has been lost or stolen;
- There is evidence that private information has been copied or removed from a physical device containing sensitive information.

External notifications will go to anyone affected by the breach, or whose data may have been compromised, as well as to government officials, as required by law.