

Employees, Contractors & Partner Organizations

Worksheet for reporting the loss/potential loss of Social Security Administration (SSA) or Personally-Identifiable Information (PII).

If you discover or suspect a breach/loss of PII or a security incident involving SSA data, complete this form immediately and email it to AHS.PrivacyandSecurity@vermont.gov.

1. Information about the individual making this report:

Name:		Position:	
Organization name:			
Work phone:	Cell phone:	Home/other phone:	
Email Address:			
Check one of the following: <input type="checkbox"/> Management <input type="checkbox"/> Security Officer <input type="checkbox"/> Non-Management			

2. Information about the data that was lost/stolen:

Describe what was lost or stolen (e.g., case file, ACCESS data).

Which element(s) of PII did the data contain?

- Name Bank account info SSN Mother's maiden name
 Date of birth Benefit payment Place of birth Address
 Email address Other (describe):

Type of records involved (e.g., case files, ACCESS data):

Estimated volume of records involved:

3. How was the data physically stored, packaged and/or contained?

Paper Electronic? (check one and continue below)

If electronic, what type of device?

<input type="checkbox"/> Laptop	<input type="checkbox"/> Tablet	<input type="checkbox"/> Backup tape	<input type="checkbox"/> Hard drive
<input type="checkbox"/> Workstation	<input type="checkbox"/> Server	<input type="checkbox"/> CD/DVD	<input type="checkbox"/> Floppy disk
<input type="checkbox"/> USB drive	<input type="checkbox"/> Mobile device (describe):		
<input type="checkbox"/> Other (describe):			

Additional questions if electronic:

- a. Was the device encrypted? Yes No Not sure
 b. Was the device password protected? Yes No Not sure
 c. If a laptop or tablet, was a Citrix Token lost? Yes No Not sure

Citrix token holder's name:

Hardware make/model:

Hardware serial number:

Additional questions if paper:

- a. Was the information in a locked briefcase? Yes No Not sure
- b. Was the information in a locked cabinet or drawer? Yes No Not sure
- c. Was the information in a locked vehicle trunk? Yes No Not sure
- d. Was the information redacted? Yes No Not sure

Other circumstances:

4. Information about the individual who was in possession of the data or to whom the data was assigned if it's not the person making this report:

Name:		Position:	
Organization name:			
Work phone:		Cell phone:	Home/Other phone:
Email Address:			

5. Circumstances of the loss:

- 1. When was it lost/stolen?
- 2. Brief description of how the loss/theft occurred:
- 3. When was it reported to AHS official or delegate (date and time)?

6. Other pertinent information (include actions under way, as well as any contacts with other agencies, law enforcement or the press):
