

WHAT IS AN INCIDENT?

For the government, an incident is a violation or imminent threat of violation of security policies and practices.

PAPER SECURITY VIOLATIONS

An incident could be triggered by the receipt of government documents (letters, files, or forms) that are not yours. In general, types of activity that are commonly recognized as being in violation of a typical security policy on protection of paper documents include but are not limited to the following:

- Receipt of fax to or from a government office that should not have gone to you
- Receipt and opening of a letter to or from a government office that should not have gone to you

COMPUTER SECURITY VIOLATIONS

In general, types of activity that are commonly recognized as being in violation of a typical security policy on protection of computers include but are not limited to the following:

- Loss or theft of a laptop computer
- Attempts (either failed or successful) to gain unauthorized access to a government system or its data

- Changes to a government webpage without the owner's knowledge, instruction, or consent

We encourage you to report any activities that you feel meet the criteria for an incident. Note that our policy is to keep any information specific to your site confidential unless we receive your permission to release that information.