

REPORTING IMPROPER INSPECTIONS OR DISCLOSURES

General

Upon discovering a possible improper inspection or disclosure of FTI, including breaches and security incidents, by a federal employee, a state employee, or any other person, the individual making the observation or receiving information must contact the State Project Manager immediately, but, no later than 24 hours after identification of a possible issue involving FTI.

Notification Process

Concurrent to notifying the Department, the Contractor must document the specifics of the incident known at that time into a data incident report, including but not limited to:

- Name of agency and agency Point of Contact for resolving data incident with contact information
- Date and time the incident occurred
- Date and time the incident was discovered
- How the incident was discovered
- Description of the incident and the data involved, including specific data elements, if known
- Potential number of FTI records involved; if unknown, provide a range if possible
- Address where the incident occurred
- IT involved (e.g., laptop, server, mainframe)

Reports must be sent electronically and encrypted via IRS-approved encryption techniques. Use the term data incident report in the subject line of the email. Do not include any FTI in the data Incident report.

NOTE: Even if all information is not available, immediate notification is the most important factor, not the completeness of the data incident report. Additional information must be provided to the Department as soon as it is available.

The Department will cooperate with Treasury Inspector General for Tax Administration (TIGTA) and Office of Safeguards investigators, providing data and access as needed to determine the facts and circumstances of the incident.