

Report for Lost or Stolen University Information

To ensure the campus complies with all law and regulations regarding the protection of personal and confidential information, employees (faculty/staff) who have stolen or lost desktop or laptop computers, electronic storage devices or protected university information under their care are required to complete this form and submit it to the Information Security Office (security@infosec.csusb.edu) **immediately** upon discovery of a security incident. In addition university employees must contact the University Police and file a police report.

For the purposes of this report protected university information includes Level 1 & Level 2 information in electronic or paper format for example:

Personal information (Level 1): The individual’s first name or first initial and last name in combination with any one of the following: Social Security Number (SSN); driver’s license number; California Identification Card; account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual’s financial account.

Confidential information (Level 2): In addition to those listed above: financial records; medical records; physical description; home address; home phone number; education; grades; ethnicity; gender; employment history; performance evaluations; disciplinary action plans; NCAA standings; etc. Confidential information must be interpreted in combination with all information contained on the computer to determine whether a violation has occurred.

Proprietary information (Level 2): Examples include: white papers; research papers; business continuity and other business operating plans; e-mail messages; vitae; letters; confidential business documents; participants of an organization, class, or group; detailed building drawings; network architecture diagrams; etc. Proprietary information, if lost or stolen, could compromise, disclose, or interrupt operations or embarrass the individual or the university.

Contact Information

Employee Name	Location of Stolen /Lost computer or Information	Date
Department/Office	Ext	Room
Computer Owner’s Name(s)	Police Report Number	Reporting Officer

Information

Type of Equipment/Information Lost Desktop Computer <input type="checkbox"/> Laptop Computer <input type="checkbox"/> PDA <input type="checkbox"/> USB Device <input type="checkbox"/> CD/DVD <input type="checkbox"/> Paper Documents <input type="checkbox"/> Other <input type="checkbox"/> Please describe	Number of Devices Lost
Equipment Property Tag Number(s)	
Describe the file content on the system or documents :	
As defined above, select the nature of the information lost: Personal information Yes <input type="checkbox"/> No <input type="checkbox"/> Confidential information Yes <input type="checkbox"/> No <input type="checkbox"/> Proprietary information Yes <input type="checkbox"/> No <input type="checkbox"/>	

If you answered yes to any of the above, please complete the following.

Were all files containing personal, confidential or proprietary information encrypted ? Yes <input type="checkbox"/> No <input type="checkbox"/>	Were all files containing personal, confidential or proprietary information password protected ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a back-up copy of the stolen or lost confidential file(s)? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can you recreate a copy of the stolen or lost confidential file(s)/information? Yes <input type="checkbox"/> No <input type="checkbox"/>

ISO Office Use Only

Date Received	Time Received	Evaluated by
Incident Report Number	Action Required Yes <input type="checkbox"/> No <input type="checkbox"/>	
Referred to University Counsel Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Referred	