

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 18: Confidentiality and Security	Effective Date: 5/9/19
	Section 7: Reporting a Security Incident	Version: 1.0 Revision Date: 5/8/19

BACKGROUND

N/A

POLICY

The Child Support Bureau (CSB) shall observe all possible safeguards with the minimum standard for such safeguards to be federal regulations governing the safeguarding of information under the Title IV-D Program.¹ This requirement extends to the Title IV-D Prosecutors and Clerks of Courts through the cooperative agreement with CSB to carry out the functions of the Title IV-D Program.

REFERENCES

- [IC 31-25-4-21](#): Confidential information; safeguards; necessary disclosures
- [CSB-AT-417](#): IRS Federal Tax Information (FTI) Incident Reporting Procedure

PROCEDURE

Any actual or suspected incident in which Federal Tax Information (FTI), Personal Identifiable Information (PII), or other confidential information may have been accessed by an unauthorized person is to be reported.² An employee who becomes aware of an incident is to report the incident to the employee’s supervisor and the County Security Administrator (CSA).

Specific contact information and instructions for the CSA are found on the Security Incident Report Form (FTI & PII) and the CSA FTI and Security Smart Guide.

FORMS AND TOOLS

1. [CSA FTI and Security Smart Guide](#)
2. [Security Incident Report Form \(FTI & PII\)](#)

FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

¹ IC 31-25-4-21(a)

² CSB-AT-417

N/A