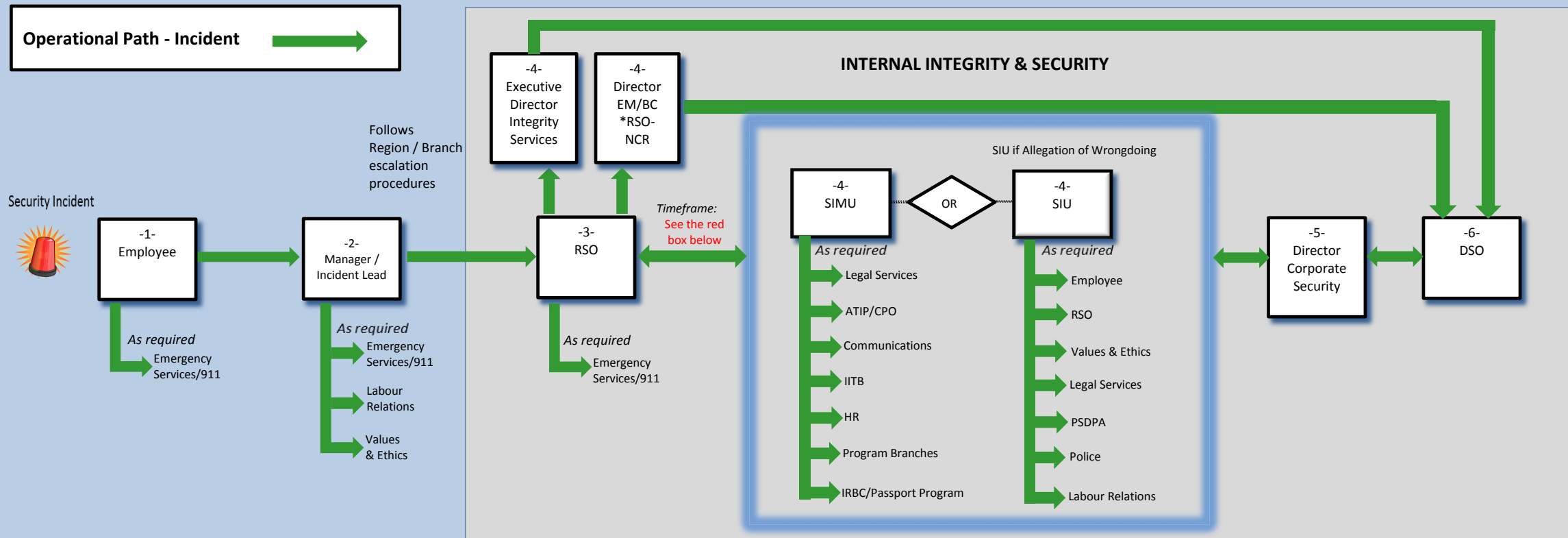


Security Incident Reporting Protocol - ESDC/Service Canada/Labour



This Security Incident Reporting Protocol must be followed as soon as a security incident is discovered. The proposed path should be respected but the time limit for reporting an incident and the need to report it to Senior Departmental Officials may vary depending on the severity and potential impact related to the incident.

For Incidents where the potential impact could possibly cause a serious level of injury, such as the loss of a secret document (e.g. cabinet confidence), the loss of personal information affecting many people, potential media interest, suspicious package, law enforcement implication or employee health and safety; the employee must report the incident immediately to the manager and directly to the Regional Security Office (RSO). The RSO must immediately report the incident to Regional Management and to the Chief Security Officer (CSO).

When the potential impact could possibly be expected to cause less serious injuries, the incident must be reported within 24 hours.