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## POLICY 42 – Security Breach

### General

Examination information in paper or electronic format will be protected from unauthorized acquisition. Should a breach result in unauthorized acquisition of examination information, the CCI Board, CCI Staff, and any examination development contractor or administrator will be notified of the incident in a timely manner, in accordance with the CCI Procedure for Security Breaches.

### PURPOSE:

The purpose of this policy is to outline procedures and protocols for responding to a security breach involving personal information in paper or unencrypted electronic format processed and/or maintained by the university and its auxiliary organizations.

### DEFINITIONS:

**Acquisition:** Examination information will be considered to be acquired, or reasonably believed to be acquired by an unauthorized person in any of the following situations:

**1. Loss of documents:**

Lost or stolen documents containing examination information.

**2. Loss of computing system:**

Loss of any server, desktop, laptop, or personal digital assistant (PDA) containing examination information.

**3. Hacking incident:**

A successful intrusion of a computer system via the network.

#### **4. Unauthorized data access:**

The access or attempt to access data maintained by CCI or its contractors by individuals who are not authorized to access that data. This includes situations where individuals have received data that they are not authorized to access: emails sent to the wrong recipient, paper documents sent to wrong recipient, and incorrect computer access settings. This also covers situations where unencrypted examination information has been downloaded, copied or used by an unauthorized person.

**Examination Information:** Examination Information means an examination item or any part of an examination with any one or more of the following data elements:

##### **1. Examination Item Stem:**

The actual question being asked a CCI Candidate

##### **2. Correct Answer or Distracters:**

The correct answer or any of the corresponding distracters (incorrect answers) to a CCI Examination Item

##### **3. Graphics:**

Any image, still or moving, that is used in conjunction with an Examination Item.

**Breach of Security:** The unauthorized acquisition of paper or computerized data that compromises the security, confidentiality, or integrity of examination information maintained by CCI. This does not include good faith acquisition of examination information by Staff of CCI, if the examination information is not used or subject to further unauthorized disclosure.