



CYBERSECURITY INCIDENT RESPONSE POLICY

1. Purpose

This policy outlines International Leadership Charter High School's plan to respond to incidents that threaten the confidentiality, integrity or accessibility of its data and data systems in a way that minimizes impact and disruption.

2. Scope

This policy applies to incidents where the confidentiality, integrity or a ccessibility of the school's data systems and data are threatened.

3. Procedure

- a. Employees must report suspected incidents that threaten the confidentiality, integrity or availability of the school's data systems or data to the school's Data Protection Officer.
- b. If a critical incident is verified, the Data Protection Officer will convene a meeting with the School CEO.
- c. Where there has been a breach of Personally Identifiable Information (PII), the Data Protection Officer will be notified and will coordinate the process of compliance with notification requirements.

4. Contact Information

Data Protection Officer Email: peigen@ilchs.org

Data Protection Officer
International Leadership Charter High School
3030 Riverdale Avenue
Bronx, NY 10463