Data Loss Incident Management Plan Outline

1. Purpose

Define the purpose and objectives of the Data Loss Incident Management Plan.

2. Scope

Describe the systems, data types, and organizational units covered by this plan.

3. Definitions

- Data Loss Incident
- Incident Response Team
- Other Relevant Terms

4. Roles and Responsibilities

- Incident Response Lead
- IT Support
- Communications
- Legal & Compliance

5. Incident Identification

- Detection Methods
- Reporting Mechanisms
- Initial Assessment

6. Incident Response Procedures

1. Immediate Actions
2. Incident Logging
3. Containment
4. Eradication
5. Recovery

7. Communication Plan

- Internal Communications
- External Notifications
- Regulatory Reporting

8. Post-Incident Activities

- Root Cause Analysis
- Lessons Learned
- Plan Updates

9. Training and Awareness

Description of training, testing, and awareness programs for staff.

10. Review and Maintenance

Details of periodic reviews, plan updates, and responsible personnel.