

## **Security Incident Reporting Procedures:**

*Report all suspected or confirmed security incidents immediately!*

The OTC Helpdesk should be notified immediately of any suspected or confirmed security incident involving OTC computing resources: [helpdesk@otc.edu](mailto:helpdesk@otc.edu), or 417-447-7548.

## **Security Risk Assessment:**

A risk assessment is an identification and analysis of risks faced by the school, centers, departments or groups. Risk is the potential of a security incident happening that may result in unwanted loss of an asset or cause an interruption of normal business operations. Risk assessments and mitigation recommendations can be performed by IT Security. To request a risk assessment, contact IT Security: [security@otc.edu](mailto:security@otc.edu), or call 417-447-7615.

## **Data Classification:**

Data classification is the classification of data based on its level of sensitivity and the impact to OTC should that data be disclosed, altered, or destroyed without authorization. The classification of data helps determine what baseline security controls are appropriate for safeguarding that data. Many times, whether we realize it or not, we deal with protected, private information on a daily basis. Data classification will allow you to determine the type of data you work with and establish best practices for handling that information. To request a data classification assessment, contact IT Security: [security@otc.edu](mailto:security@otc.edu), 417-447-7516.