

CHECKLIST FOR PREPARING AN INCIDENT RESPONSE PLAN

Baker Donelson has been recognized as an authorized NetDiligence Breach Coach® signifying it as a top tier law firm for Data Security, Privacy, and Incident Response. To assist your organization in preparing for a potential data security incident, we would like to share some important breach coaching tips. The checklist below will help guide your organization in preparing proactively to create an Incident Response Plan, or at a minimum, to be aware of some basic to-dos if you experience an incident and don't have a plan in place.



PREPARATION

- ☐ Identify key stakeholders within your organization to be part of your incident response team.
- ☐ Enter into a pre-negotiated retainer agreement with counsel.
- ☐ Inventory key assets and data.
- ☐ Ensure backups of critical data.
- ☐ Prepare an Incident Response Plan outlining protocols for responding to an incident.
- ☐ Develop other relevant plans including crisis management communication plans and business continuity plans.



PROTECTION AND ANALYSIS

- ☐ Make initial assessment with the assistance of legal counsel.
- ☐ Retain a qualified forensic investigator through counsel to investigate and evaluate the incident.
- ☐ Preserve evidence related to the incident.



CONTAINMENT, ERADICATION, AND RECOVERY

- ☐ Develop a containment strategy.
- ☐ Reset passwords.
- ☐ Eradicate the threat.
- ☐ Implement purposeful restoration of services.
- ☐ Continue monitoring through endpoint detection software.



NOTIFICATION

- ☐ In conjunction with counsel, determine notification obligations, if any.
- ☐ Assess entities that may need to be notified, including law enforcement agencies, regulatory bodies, customers/clients, media, etc.



POST-INCIDENT

- ☐ Evaluate lessons learned.
- ☐ Implement additional security controls and/or policies and procedures based on assessment of the incident.
- ☐ Regularly test your Incident Response Plan through tabletop exercises.



Baker Donelson has a toll-free incident response hotline that is available 24/7 if an incident occurs: 877.215.6115.

www.bakerdonelson.com/data-incident-response