



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 on paper or in unencrypted electronic format processed and/or maintained by CCI and any examination development contractor or administrator.

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 device 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 authorized contractors, by individuals who are not authorized to access the data include situations where individuals have:
received emails in error received attachments sent either via email or received US mail in error
or by incorrect computer settings.

This also pertains to unencrypted examination information that has been downloaded, copied or otherwise obtained/ used by an unauthorized

Examination Information: Examination Information is defined as 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 is defined as 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.