

This guide describes how to file material related to a security breach. Please note that the Data Protection Officer's (DPO's) notification regarding the security breach to the Danish Data Protection Agency is filed by the DPO on a separate case.

Instruction	Explanation	Navigation
<b>Create case</b>	<p>Open WorksZone and create a case.</p> <p>The following parameters are required as a minimum for the case:</p> <ul style="list-style-type: none"> <li>• Create case as a 'Subject case'</li> <li>• Title = Sikkerhedsbrud, [date of data breach], [subject] Example: "Sikkerhedsbrud, 12-03-2019, Email sent to the wrong recipient"</li> <li>• Case group = 051, Sikkerhedsbrud</li> <li>• Case handler = The case handler, handling the case regarding the security breach.</li> <li>• Responsible unit = The department in which the security breach occurred.</li> <li>• Acting unit = The unit the case handler belongs to.</li> <li>• Read access = By default, organizational read access is set for the acting unit unless otherwise agreed locally*</li> <li>• Default document classification = Confidential</li> </ul> <p>* If you are a case handler and/or secretary to a Deputy Director or Head of Administration, please contact ESDH Support for guidance on read access to security breach cases.</p>	
<b>Attach party</b>	<p>Individuals who have been notified in relation to the security breach AND who are affected by the case must be registered in the case as parties under their AU-person.</p> <p>If an individual cannot be located as a party in Workzone, contact ESDH Support for further instructions.</p>	
<b>Register and close the case</b>	<p>Registers relevant material in the case record.</p> <p>Close the case by clicking Close.</p>	