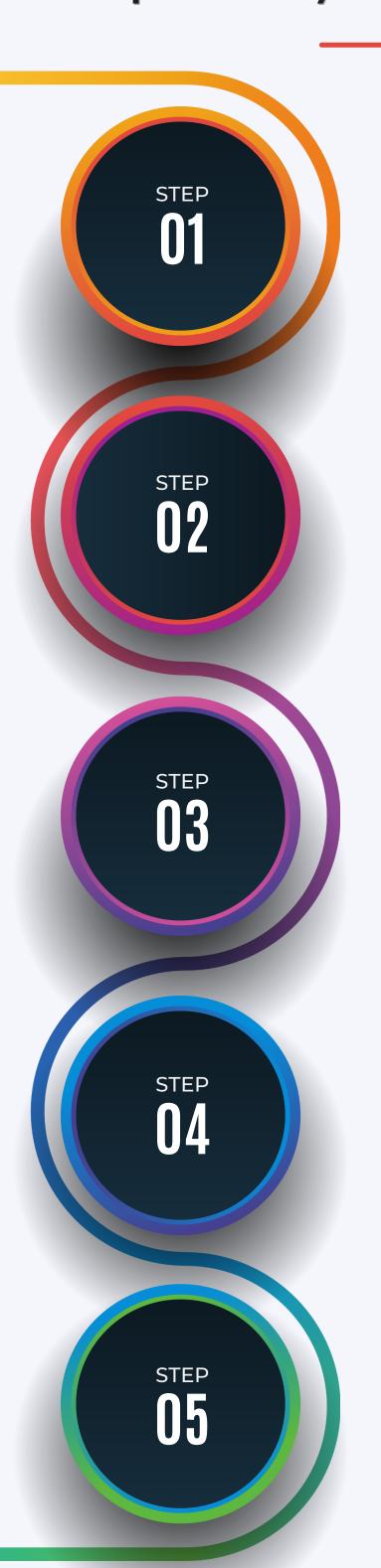
# Varsity

## Recommended Staff Procedure For Suspected Cybersecurity Breach





#### **Identification**

Do not forward anything you receive. Shutdown your device and ensure it is completely powered off.



#### **Notification**

Notify your head of Human Resources or Operations about the concern, but only do so by using phone or text message.



### Communication

Contact varsity via phone at 415-354-6641 or use our support web portal by visiting https://portal.varsitytech.com Do not use email.



#### **Preservation**

Maintain confidentiality. Sharing sensitive information can potentially hinder the investigation and expose the organization to further risks.



#### **Information**

Once resolved, it is essential to conduct a post-incident analysis to identify lessons learned. This analysis can help prevent incidents in the future.

