

Varsity

Recommended Staff Procedure For Suspected Cybersecurity Breach

STEP
01



Identification

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

STEP
02



Notification

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

STEP
03



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.

STEP
04



Preservation

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

STEP
05



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.