

Attachment II  
PRIVACY AND SECURITY REQUIREMENTS

County Departments of Social Services must comply with the following:

1. Any security incident related to Social Security Administration (SSA) regulations must be reported to the DHHS Privacy and Security Office (PSO) within sixty (60) minutes of the incident. To report a security incident, use the following website, <https://www.security.dhhs.state.nc.us/incident/index.php>.
2. Any security incident related to Internal Revenue Service (IRS) regulations must be reported to the DHHS Privacy and Security Office within twenty-hour (24) hours of the incident. To report a security incident, use the following website, <https://www.security.dhhs.state.nc.us/incident/index.php>.
3. Any auditing requirements (e.g. audit logging, auditing schedules, audit log review, audit log retention, etc.) set forth by Federal agencies (i.e., IRS or SSA) must be established and adhered.
4. Counties are responsible for ensuring proper data backup and retention for the documents they produce for their cases. If the county's Child Support Enforcement (CSE) data is commingled with non-CSE data during their backup process (i.e., CSE data and Non-CSE data are backed up to a commonly shared media), then any requirements set forth by Federal agencies (e.g., IRS or SSA) must be adhered.

*A useful link for additional information about Federal regulations pertaining to Internal Revenue Service data is: <http://www.irs.gov/pub/irs-pdf/p1075.pdf>*