

**VILLAGE OF MILLBROOK  
CITIZEN CYBER SECURITY POLICY  
(BREACH POLICY)**

For purposes of this Citizen Cyber Security Policy, the terms "personal information" and "private information" shall have the meanings prescribed by sections 202 and 208 of the State Technology Law. New York State *values* the protection of private information of individuals. This Policy requires notification to impacted New York residents and non-residents of the individual's private information in compliance with the Information Breach and Notification Act and this Policy.

The Village of Millbrook (village) is required to notify an individual when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Notification Breach Policy.

The Village, after consulting with its Information Technology Vendor to determine the scope of the breach, and restoration measures, shall notify an individual when it has been determined that there has been a breach of data. A compromise of private information shall mean the unauthorized acquisition of unencrypted electronic *data* with private information.

Such notice shall be directly given to affected persons by one of the following methods:

1. written notice;
2. electronic notice, provided that the person to whom notice is required has expressly consented to receiving such electronic notification.
3. telephone notification provided that a log of each such notification is kept by the *Village*.

The Village shall provide notification to the Attorney General and the Consumer Protection Board., via official incident reporting forms.

Adopted January 14, 2014