

SAFEGUARDING EXAMINATION INFORMATION Updated Procedures Issued for FDIC Examination Staff

The Federal Deposit Insurance Corporation (FDIC) has issued updated procedures to Division of Supervision and Consumer Protection examination staff as a reminder of the importance of safeguarding examination information whether in paper, electronic or other form. The term "examination information" includes all documentation acquired or created in connection with a bank examination, such as Reports of Examination, examination work papers, bank information, and any sensitive bank customer information as defined in Section 501(b) of the Gramm-Leach-Bliley Act.

The updated procedures:

- specify minimum standards for safeguarding examination information, including technical, physical and administrative safeguards.
- provide guidance for the implementation of an Information Security Incident Response Program that outlines procedures that will be followed when loss, theft or unauthorized access of confidential or sensitive examination information is suspected or detected.
- incorporate recently issued guidance from the Office of Management and Budget requiring that security incidents involving personally identifiable information be reported within one hour after discovery. Personally identifiable information includes any information maintained by an agency that can be used to distinguish or trace an individual's identity, such as a Social Security number, and date and place of birth. (See *Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments*, M-06-19, at <http://www.whitehouse.gov/omb/>.)

These procedures are effective immediately.

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