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Hogan Lovells' Incident Response Plan Checklist

This checklist is provided for informational purposes only and is not intended to be relied upon as legal advice. For further information on these issues please consult with the Hogan Lovells attorney with whom you usually work or contact us at +1 202 637 6680 .

Plan element	In place	Needs attention
Our plan is in place and was reviewed and updated as appropriate within the last 2 years.	✓	✓
Our plan was tested within the past 2 years via a realistic simulation or an actual significant incident	✓	✓
Our plan involves, and clearly delineates roles and responsibilities for, all relevant stakeholders in the organization, such as IT, legal, communications, operations, and senior management	✓	✓
Our plan contains clearly-defined severity ratings and triggers for escalation to legal and senior management	✓	✓
Our plan contains 24/7/365 contact information for all incident response team members and their backups	✓	✓
Our organization requires workforce members to report suspicious emails and other potential cybersecurity incidents	✓	✓
Our plan establishes how our organization handles reports of potential cybersecurity incidents, regardless of types and source	✓	✓
Our plan includes a summary of the key cybersecurity regulatory requirements for each jurisdiction in which our organization operates	✓	✓
Our plan provides guidance for how our organization plans to interact with law enforcement and other governmental authorities in the event of an incident	✓	✓
Our plan includes information on key vendors of identity theft protection and related services, so that we can quickly mobilize to provide such services if needed	✓	✓
Our plan includes information on key vendors of forensics and other technology services our organization may need in the event of an incident	✓	✓
Our plan includes information on outside counsel we will involve in the event of an incident	✓	✓
Our plan coordinates with our organization's business continuity plan, so that any operational disruption potentially caused by a cybersecurity incident is addressed consistently with our plan	✓	✓
Our plan calls for post-incident debriefings and analyses to be applied to improve our organization's posture and plan	✓	✓

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