

# Help, a data breach!

## What do I need to do?

### Step 1. Recognize a data breach

A data breach can happen to anyone. Examples include:

- A confidential email sent to the wrong person
- An unauthorized person who (may) have logged into your VU account
- A work laptop or USB drive containing VU data that is stolen or lost

### Step 2. Report the data breach to the IT Service Desk

Have you (possibly) discovered or accidentally caused a data breach? Report this as soon as possible by phone or email to the IT Service Desk:

 **+31 20 59 80000**

 **servicedesk.it@vu.nl**

### Step 3. SOCC handles your report

Have you reported a data breach? VU's Security Operations Control Center (SOCC) will investigate your report and will contact you if they have any questions. They can also advise you on any actions that need to be taken.

**Important: always report the data breach within 24 hours**

In some cases, VU Amsterdam is required by law to report the data breach to the Personal Data Authority within 72 hours. Therefore, do not wait too long and report it to IT Servicedesk as soon as possible, preferably within 24 hours!