

NCUA REPORTABLE CYBER INCIDENT Compliance Checklist

ABOUT

The items on this checklist provide recommendations for preparing to comply with the “Cyber Incident Notification Requirements for Federally Insured Credit Unions.” Work with your compliance and legal advisors to ensure the requirements are sufficiently addressed for your credit union. [Learn more about the rule.](#)

CHECKLIST

- Identify your regulator contact.**
To prepare for a notification incident, determine:
 - Who the regulator wants you to contact.
 - How you should contact them.
- Update your incident response plan.**
Ensure the plan addresses:
 - Determining when an incident is a “notification incident.”
 - Who is responsible for contacting your regulator.
 - When, how, and what communication will take place.
- Review your incident management policy.**
Ensure your incident management policy addresses communicating with applicable parties.
- Train your incident response team.**
Ensure individuals who respond to incidents are familiar with the requirements, the modifications to your plan, and their role in implementing it.
- Schedule a tabletop exercise.**
In your next tabletop exercise, discuss how the credit union would identify and respond to a reportable cyber incident. Use lessons learned to improve your plans.
- Document communications.**
If you notify your regulator or receive notification from a service provider, make a note about the communication in your incident tracking system.
- Provide feedback.**
If you have feedback about the rule, you can submit it to [your regulator](#) or to the [Office of Management & Budget](#).

