

Description of the Modification

The following changes are hereby incorporated into the contract:

1. Section H, Special Contract Requirements, is changed to add the following clause H.47:

H.47 PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII) (M073)

(a) Definitions.

- (1) Personally Identifiable Information: Any information about an individual maintained by DOE or its contractors, (e.g. medical, education, financial, criminal or other employment history and information, etc.), which can be used to distinguish or trace an individual's identity, (e.g. name, social security numbers, date and place of birth, mother's maiden name, biometric records, etc.), and any other personal information which is linked or linkable to an individual.
- (2) PII Incident: Any suspected or confirmed cyber security or physical security incident involving PII.

(b) Requirements.

- (1) All suspected or confirmed cyber security and physical security incidents involving PII are to be reported to the DOE Cyber Incident Advisory Capability (CIAC) within 45 minutes of discovering the incident. Reports to the CIAC may be sent via email to ciac@ciac.org, by phone to (925) 422-8193, or by fax to (925) 423-8002. The CAIC website is www.caic.org.
- (2) All CIAC Incident Reports must be immediately provided to the DOE Richland Operations Office Safeguards and Emergency Services Division and DOE Office of River Protection Manager or designee.
- (3) All suspected or confirmed cyber security and physical security incidents involving PII shall be reported telephonically within 45 minutes of discovering the incident to: (i) the EM-3 Chief Operating Officer; and (ii) the ORP Manager, Deputy Manager, or off-hours Duty Officer.
- (4) While an informal, telephonic notice may occur, all notices must be in writing and signed by a senior Contractor official. Notices must at a minimum contain factual information describing both the circumstances surrounding the loss and the information that was compromised. All notifications shall include the name and telephone number of a contact person.
- (5) Appropriate steps shall be taken to minimize identity theft risks to the affected individuals.
- (6) The Contractor shall notify all employees and others affected by the PII loss unless after consultation with law enforcement officials, the Assistant Secretary for Environmental Management determines that notification will significantly compromise the investigation.