



# Loss of Nonpublic Information Reporting Checklist

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In preparation for filing the notification of a loss of nonpublic information to the Ohio Department of Insurance, please use the following checklist. The list is not exhaustive. The department has the right at any time to require the submission of additional information and documentation deemed appropriate.

	Identifying information of the licensee, including at a minimum the licensee's name and NAIC or NIPR number
	The date of the cybersecurity event
	A description of how the information was exposed, lost, stolen, or breached, including the specific roles and responsibilities of any third-party service providers
	An explanation as to how the event was discovered
	A statement as to whether any lost, stolen, or breached information has been recovered and if so, how this was done <b>***DO NOT include specific non-public information***</b>
	The identity of the source of the event
	A statement as to whether the licensee has filed a police report or has notified any regulatory, government, or law enforcement agencies and, if so, when such notification was provided
	A description of the specific types of information acquired without authorization, including but not limited to, medical and financial information, as well as other types of information allowing identification of the consumer <b>***DO NOT include non-public information***</b>
	The period during which the information system was compromised by the event
	The total number of consumers in this state affected by the event
	A description of the national impact, if any, of the event including identifying any other states with residents impacted by the event and the number of residents impacted in each of those states
	The results of any internal review identifying a lapse in either automated controls or internal procedures, or confirming that all automated controls or internal procedures were followed
	A description of efforts being undertaken to remediate the situation that permitted the event to occur
	A statement as to whether any type of credit or identity monitoring or protections will be offered and, if so, the name of the vendors providing this service, and how long the services will be provided to the consumer
	A copy of the notice required to be sent to consumers under R.C. 1349.19
	A copy of the licensee's privacy policy and a statement outlining the steps the licensee will take to further investigate and notify affected consumers
	The name of the contact person who is both familiar with the event and authorized to act for the licensee