

## **Instructions for Notification to the Commissioner of a Cybersecurity Event**

- Licensees must notify the Commissioner of Insurance of any cybersecurity event that occurs on or after July 1, 2020.
- Licensees must notify the Commissioner as soon as possible but not more than three days after determining the occurrence of a cybersecurity event.
- To report an event, email the Bureau at: [BOIDataSec@scc.virginia.gov](mailto:BOIDataSec@scc.virginia.gov).
- This email notification must include the name, telephone number, and email address of the licensee's designated contact for the cybersecurity event.
- The Bureau will provide the licensee with a secure site to provide updates on its investigation of the cybersecurity event.
- The licensee shall provide all the information required by [§ 38.2-625](#) of the Code of Virginia as its investigation proceeds.
- The licensee shall provide the Commissioner with the template of the notice it has provided to consumers if a notice is required by [§ 38.2-626](#) of the Code of Virginia.