Appendix A
Reporting Research Information Incidents

Incident involves the unauthorized use, disclosure, transmission, removal, theft, loss, or destruction of VA research-related PHI, III, or confidential information. Please see policy entitled, “Research Information Incidents” for more information.

Research Staff must report the incident to the VA Privacy Officer, Information Security Officer and ACOS-Research as soon as incident is identified or discovered.

ACOS-R will immediately notify the VAMC Director, the R&D Committee and other relevant Committee Chairs.

If noncompliance is alleged or discovered, the Service & RCO will perform an initial inquiry.

The facility Director will submit a preliminary report through the RCO to the Office of Research Oversight within 5 business days of notification.

Additional facility reporting requirements may apply. Please see policy for Research Information Incidents.

Information Security Officer and/or Privacy Officer will log an incident ticket into PVTS within one hour of notice. ISO/PO will inform the Service Line Manager and send an issue brief to the identified supervisor for completion. PO/ISO will notify and keep senior management apprised of the incident. An investigation will be completed per established Information Security and Privacy regulations.

**Contact Information:**
Privacy Officer, PJ Marti-notify by email: paula.marti@va.gov ext. 2749 or (404) 216-1169  
Email: VHAATG Privacy  
Information Security Office- notify ISO group by email: VHAATG ISO AND telephone:  
   Autry Curry, ISO ext. 6735 or (404) 406-0894  
   Curtis Allen, ISO ext. 4048 or (404) 984-9415  
   DeShawn Fox, ISO ext. 6735 or 4048 or (770) 807-4906  
   Mike Hart, Associate Chief of Staff – Research (ACOS-R) ext. 7278 or (404) 538-2016  
   Tony Laracuente, Administrative Officer-Research (AO-R) ext. 7740 or (678) 699-7444  
   Elizabeth Lively, Research Compliance Officer (RCO) ext. 6964 or (770) 265-6722