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## SOUTHGATE TERMINAL

### ## Port Operations Security Documentation

### Legal / Compliance – Post-Breach Reform Guidance

#### Purpose:

To provide structured guidance on how to assess, prioritise, and implement policy, process, or control improvements following a confirmed breach or major incident. This document ensures that lessons are translated into meaningful change and that stakeholders are engaged in continuous improvement.

#### When to Use

- A breach or critical incident has occurred and been formally closed
- The debrief or review phase has commenced
- Legal, risk, or audit stakeholders have requested forward-looking reform

#### Step 1: Conduct Post-Breach Review

- Convene a cross-role debrief involving Legal, Technical, Executive, Ops, Media, and Incident Coordination
- Review:
  - What went wrong and why
  - What worked well
  - What decisions were constrained by unclear policy or outdated procedures
- Use outputs from:

- Incident logs
- Final executive summary
- Inject tracking tables or system reports

## **Step 2: Identify Reform Areas**

Categorise all lessons into the following:

- **Policy Gaps**  
E.g. outdated escalation criteria, missing legal thresholds
- **Process Failures or Bottlenecks**  
E.g. delayed logging, unclear comms approvals
- **Control Weaknesses**  
E.g. lack of alerts, weak detection, poor isolation protocols
- **Training & Awareness**  
E.g. misunderstanding of role responsibilities, lack of scenario exposure
- **Technology Limitations**  
E.g. inaccessible logs, missing dashboards, system overload

## **Step 3: Recommend and Document Reforms**

For each item identified:

- Describe the issue
- Recommend a policy, process, or control change
- Assign an owner (legal, tech, executive sponsor, etc.)
- Define a delivery timeframe and accountability checkpoint
- Log in the “Post-Breach Reform Register”

## **Step 4: Engage Key Stakeholders**

- Present draft reform plan to Executive team
- Engage legal advisers if reforms affect regulatory obligations
- If third-party or insurer pressure is involved, prepare external-facing summary
- Link any policy reforms to compliance calendar or audit schedule

### **Step 5: Monitor Reform Progress**

- Track progress of each action via formal register
- Schedule quarterly check-ins until all items resolved or adopted
- Confirm final closure with the Executive and Risk Owner
- Archive reform actions with audit trail

### **Outputs:**

- Reform Summary Document
- Post-Breach Reform Register (template or system entry)
- Updated Policy Binder (with version control)

**Owner:** Legal / Compliance Lead

**Reference:** LEG-04

**Version:** 1.0

**Approved by:** Risk & Legal Steering Group