

VaultFill — Incident Response Plan (Synthetic)

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Section 1 — Incident Response Objectives

RTO: 12 hours (critical production services) following Severity 1 incidents.

Section 2 — Notification Timelines

Breach Notification: 5 days (regulatory/customer, where applicable, from confirmation).

Internal escalation: notify Security and Engineering On-Call within 1 hour of suspected breach identification.

Section 3 — Evidence Preservation and Logging

Audit Log Retention: 90 days minimum for baseline operations; preserve incident-specific logs for 1 year in the case file.