# Information Security Process – Reporting Non-Compliance

## Policy Statement

This Process supports the {Company} Information Security & Privacy Program, and outlines the actions required when {Company} personnel identify a security issue, vulnerability, or violation of policy.

## Applicability

Compliance with the procedures outlined in this document is mandatory for all {Company} employees, contractors, vendors, and guests.

## Process

1. Browse to {Company}’s JIRA instance at {Insert Link Here}, login, and click on ‘Create Issue’.
2. Log it in Jira as a Sev-3, with Project: {Insert Type Here} and Issue Type: Defect
3. Assign the ticket to Security
4. Title the ticket Security Non-Compliance: and include the Applicable Control in the title, if known.
5. Enter the description of the issue and summary
6. Submit the ticket.

If you are unable to access JIRA, e-mail the above information to {security\_team@company}. The security team will address the issue within one business day.

## Appendices

### Document Management

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