



New Mexico Public Schools Insurance Authority

CYBER LIABILITY CLAIMS REPORTING

July 1, 2024 to July 1, 2025

Carrier:	Beazley (Lloyds of London)
Policy Number:	FN2205500
Policy Dates:	July 1, 2024 to July 1, 2025
Broker:	Poms & Associates / Alliant Insurance Services

CLAIMS REPORTING

Report Cyber Security Incidents immediately to these contacts:

**Beazley Breach Response
Attn: TMB Claims Group
1270 Avenue of the Americas, 12th Floor
New York, NY 10020**

**Bbr.claims@Beazley.com
866.567.8570 (24/7)**

AND

**Poms & Associates Insurance Brokers
rservices@pomsassoc.com**

CC: Donna Peterson Claims Advocate Alliant Insurance Services Donna.peterson@alliant.com	CC: Jo Anne Roque Account Executive - Risk Svcs Poms & Associates (818) 449-9369 jroque@pomsassoc.com	CC: Justin Perkins Director -Risk Svcs Poms & Associates (818) 449-9301 jperkins@pomsassoc.com	CC: Steve Vanetsky Claims Manager CCMSI - Albuquerque (505) 837-.8722 svanetsky@ccmsi.com	CC: Mary Montoya Chief Information Officer New Mexico Public Education Dept. (505).396-0267 maryh.montoya@state.nm.us
---	---	--	--	---

AND

**Federal Bureau of Investigation – Albuquerque Office
505.889.1300
tips.fbi.gov**

AND

Local Law Enforcement Agency

Initial Incident/Claims Notice Information

- A brief description of the incident
- Date of the incident (if known)
- Date of incident discovery
- Contact information of “**Members**” cyber incident coordinator
 - Contact Name:
 - Member Name:
 - Email address:
 - Alternate email address: (your email may be down)
 - Phone Number:
 - Cell Number (your site phones may be down):
- Exclude any personally identifiable information and/or protected health information

Required Procedures

- Preserve all evidence, retain emails, and maintain notes with dates, times and information that may be referenced on a later date.
- Copy Poms & CCMSI with communications between the “**Member**” and Beazley claims handler.
- All cyber extortion payment amounts will need to be approved by Beazley in writing.
- Seek Beazley recommendations of vendors on non-breach response coverages and obtain approval in writing from Beazley on statements of work.
- Breach response vendors will still need to be approved in writing if the member chooses their own vendor and understands lower breach response sublimit will apply.
- Document all correspondence in writing, especially approvals.
- Proof of Loss Notice must be completed and submitted to Beazley by **December 31st**, within six months after policy expiration date the incident occurs including supporting documentation for the claim reimbursement process.

Best Practices

- Build notification protocols into your Incident Response Plan
- Escalate systematic, reputational, and catastrophic incidents.
- Utilize Incident Response Playbook for Ransom Description, Severity Matrix, Preparation & Response Guide (available upon request).
- Please work closely with counsel to understand if there are any OFAC violations regarding paying cyber extortion payments.
- Use Beazley-approved vendors, when possible, to obtain higher breach response limits.
- Stay in regular contact with your Beazley claims handler during all claim incidents.
- Maintain ongoing contact with Beazley assigned vendors and legal counsel with scheduled conference calls and/or meetings.
- Request assistance throughout the life of the claim as needed.
- Let Poms know if you have any questions.

Preferred Beazley Cyber Providers

NMPSIA encourages “**Members**” to use the preferred Beazley privacy/legal counsel and digital forensics panel. (See link and QR code on page 5 for most current list)

If “**Members**” elect to contact provider(s) directly, please notify Beazley, CCMSI and Alliant. In addition to the higher breach response limits for utilizing a preferred provider recommended by Beazley, preferred providers are vetted by Beazley on a regular basis, their rates are carefully monitored and in line with industry rates or may be lower.

Available provider services are legal, computer forensics, notification & call center, credit monitoring, public relations, and crisis management.

Privacy Counsel/Legal Counsel:

You may wish to discuss with privacy counsel contracting with additional incident response vendors such as forensics.

QR Code to Access Beazley's Panel of Provider Services

Legal, forensics and other service providers can be found by following [this link](#) or by scanning the following code:



Code links to:

https://www.beazley.com/usa/cyber_and_executive_risk/cyber_and_tech/beazley_breach_response/cyber_services/your_services_and_providers.html

Step 1. Reporting a Claim: “Member” reports notice of claim to Beazley at

bbr.claims@beazley.com Poms & Associates at rservices@pomsassoc.com

CCMSI (Steve Vanetsky) and Alliant (Donna Peterson).

1.1 Alliant will act as liaison with Beazley as claims advocate for Members of NMPSIA.

1.2 Beazley will acknowledge receipt of notice.

1.3 Beazley will schedule a call with the Member to discuss the claim details and policy coverages.

1.4 Beazley will provide preferred vendor recommendations as needed.

Step 2. “Member”, if needed, and working through privacy counsel, contacts vendor(s) and identifies that it is a Beazley insured to receive preferred rates. Beazley does not contract with vendors.

2.1 “Member” communicates status of incident response to Beazley.

Step 3. Vendor Approval by Beazley

3.1 Beazley and vendor(s) discuss incident with Member to establish a plan of action, attorney/client privilege, if legal counsel is retained.

3.2 Beazley reviews and consents to third-party vendor engagements.

3.3 “Member” signs all contracts, letters of engagement, etc. *after* consent from Beazley.

3.4 Beazley issues coverage letter to Member with copies to Alliant, Poms and CCMSI (Steve Vanetsky).

3.5 Beazley processes covered claims expenses and vendor invoices in excess of the applicable retention. Beazley issues payments as required to vendors.

Step 4. “Member” Retains all invoices and documentation of member staff hours to support submission of Proof of Loss for reimbursement consideration.

RANSOMWARE:

Stay in touch with Beazley. The Member makes the choice to pay or not pay the ransom. If the Member chooses not to pay the ransom, please be aware the rebuilding process can be lengthy and taxing on the member and may take six (6) to 24 months. All costs may not be covered under the policy. To reiterate, maintain regular contact with Beazley to obtain vendor recommendations and required approvals on all statements of work.

Step 5. Retention/Payment Process

Upon written payment request to NMPSIA, invoices attributed to the “**Member’s**” applicable retention may be forwarded to Poms & Associates Insurance Brokers, Inc. for reimbursement handling. NMPSIA will then invoice the Member for the applicable shared retention portion.

Jo Anne Roque, ARM, CIC, CRM, AIS VP/Account Executive, Risk Services Poms & Associates (818) 449-9369 / (415) 317-5829 jroque@pomsassoc.com	JUSTIN PERKINS, CPCU, CIC, CRM, ARM-P, ARM-E, AU Director, Risk Services Poms & Associates (818) 449-9301 jperkins@pomsassoc.com
---	---

Beazley Breach Solutions Portal and Portal Access Instructions

Beazley provides an online portal that includes an array of benefits, IRP templates and services for privacy breach response and risk management services designed to help “**Members**” respond to an actual or a suspected data breach incident effectively, and in compliance with the law.

For access, please contact Jo Anne Roque at Poms & Associates and provide the “**Member**” name, contact name(s) and email address; this information will be needed for each domain name. Please provide only the name(s) of lead staff from either Information Technology or Risk Management who will be responsible for reporting and/or managing cyber incidences for the “**Member**”. Jo Anne will send the information to the Alliant team to request registration setup for Beazley services. Within 3 to 5 business days of receipt confirmation, Beazley will send the member a welcome email notification with link to the Cyber carrier website: www.beazleybreachsolutions.com

Using the assigned activation code, the IT / Business contact creates a password for website registration. Once setup is completed, additional members with the same domain email address can utilize Beazley resources.

Breach Response Services

Understanding the scope of services and expertise available to members.

How to Prepare

Steps your organization can take to minimize data breaches and their impact, including Incident response plan template, sample policies and training resources for employees/third party vendors providing IT services to members.

Investigate

Overview of various components of an effective response plan, including first responder guide and available forensic tools.

Respond

Report an incident and look up breach notification laws specific to New Mexico.