

## Incident Reporting Guideline

### Options for Reporting Incidents

- ✓ Report incidents to the National Data Management Authority Cybersecurity Incident Reporting System.
- ✓ **Instructions for Enrolment**
  1. Visit the reporting website: [www.cirt.gy](http://www.cirt.gy)
  2. Click the subscribe button and choose the option “Create new account”,
  3. Follow the on-screen instructions and be sure to enter your official Government-issued email address in the registration form.
  4. Upon successful completion check your email inbox and follow link to confirm your subscription.
- ✓ **Instructions for Reporting Incidents**
  1. Once enrolled, log in to the system
  2. Click on the “Report Incident” tab
  3. Follow on-screen instructions
- ✓ **Instructions for submitting half-yearly reports**
  1. Once enrolled, log in to the system
  2. Click on the “Submit Report” tab
  3. Follow on-screen instructions
- ✓ **Instructions for Reporting Incidents via email**
  1. Complete the incident reporting form (see **Appendix III**)
  2. Send email to: [info@cirt.gy](mailto:info@cirt.gy)
  3. Include results of the Initial investigation of the incident (see item 2 in the Detection Phase of this guide)
- ✓ **Instructions for Reporting Incidents via telephone.** Please note: this method is reserved for Incidents flagged with severity levels “critical” and “high” whose impact is “widespread” and “significant” to the organisation)
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  2. 623 – 3458 - Asena Marques - Cybersecurity Manager – Operations (ag)
  3. 623 – 3278 - Justino DaSilva – Assistant ICT Engineer – Incident Response