

Title	<b>DATA BREACH NOTIFICATION PROCEDURE</b>			Number	<b>G03</b>
Effective From:	18.09.18	Duration:	No end date	Review:	01.05.25
Author:	Scott Barnes / David Hill			Version:	1.2
Other Ref:					
Contacts:					

## Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

<b>DATE</b>	<b>CHANGE</b>	<b>CHANGED BY</b>
18.09.18	Procedure for Data Breach Notification Procedure Included	SBr
06.04.22	Updated CEO details, removed S Owen and added S Barnes	SB/SBr
05.05.23	Reviewed, removed David Hill details.	DPO/SBr

Whilst we are committed to protecting the personal data of all individuals there will always be a risk of a data breach.

If there are occurrences of any of the following they must be notified immediately on discovery to CEO.

Loss of any personal data.

- Destruction of any personal data other than when authorised by our Records Management Policy, due to the personal data being outside our retention policy.
- Unauthorised disclosure of personal data.
- Corruption of personal data.
- Unauthorised access to personal data.
- Unauthorised alteration of personal data.

On receipt of notification the following steps will be taken by the CEO.

- The Board of Directors, Executive Management Team and the DPO will be notified.
- Consideration will immediately be given to the extent of the breach and the risk to any individual will be assessed. A report will be written as to the findings.
- A decision will be taken as to what steps can be taken to mitigate the effects of the breach.
- The report will be provided to The Board of Directors.
- If the breach is likely to result in a high risk of adversely affecting the data subject's rights and freedoms the data subject will be notified without delay. If it is decided not to notify the data subject a record will be made of the decision and the reasons for making the decision. The record will be made in the Data Breach Register.
- If the data breach is likely to result in a risk to rights and freedoms of the data subject the Information Commissioner will be notified without undue delay and not later than 72 hours of becoming aware of the occurrence of the data breach. If it is decided not to make a report to the ICO a record will be made of the decision and the reasons for making the decision in the Data Breach Register.