

NEDGING WITH NAUGHTON PARISH COUNCIL

BREACH REPORTING PROCESS

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

Any breach of data will be reported to the regulator(s) (Information Commissioners Office – ICO) within 72 hours.

Data subject notification only necessary where rights and freedoms affected.

The Parish Council will identify and record

1. How the breach occurred
2. When it happened and how long it was happening for
3. What categories of data were taken
4. The number of records/subjects affected
5. A description of the likely consequences of the personal data breach
6. A description of the measures taken, or proposed to be taken, to deal with the personal data breach, including where appropriate, the measures taken to mitigate any possible adverse effects.