

ROCKHAMPTON PARISH COUNCIL

DATA BREACH POLICY

Reviewed / Amended / Approved	Date	Minute reference
Reviewed & Approved	23 rd August 2021	116/21.3.1.
Reviewed & Approved	21 st June 2023	238/23.2.

Issue 1 May 2018

A person data breach is one that leads to accidental or unlawful destruction, loss, alternation, unauthorised disclosure of, or access to personal data.

1. Notifying the Information Commissioners Officer (ICO)

Currently, data breaches do not have to be routinely notified to the Information Commissioner Officer (ICO) or others although the ICO recommends that it is good practice to do so. However, guidance states that organisation should notify the Information Commissioners Office of a breach where it is likely to result in a risk to rights and freedom of individuals or if it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social advantage.

Data breach will be recorded using ICO online system on; <https://ico.org.uk/fpr-organisations/report-a-breach/> and the following information should be provided:

- The potential scope and cause of the breach;
- Mitigation actions the council plans to take;
- Details of how the council plans to address the problem;

2. Notifying the individual concerned

If a breach is likely to result in a high risk to the rights and freedom of individuals (such as through identity theft) the council will notify those concerned.

3. Timescales

Under the General Data Protection Regulations (GDPR), we are required to report a personal data breach, which meets the reporting criteria, within 72 hours to the Information Commissioner.

In line with the accountability requirements, all data breaches must be recorded by the Parish Council along with details of actions taken. This record will help to identify failures and should be used to improve the security of personal data.

4. Notifying the Council

If anyone (including a third party such as a payroll provider) suspects that a data breach has occurred details of the alleged breach should be submitted immediately in writing to the Parish Clerk.

