

Preparing for a personal data breach

- We know how to recognise a personal data breach.

- We understand that a personal data breach isn't only about loss or theft of personal data.

- We have prepared a response plan for addressing any personal data breaches that occur.

- We have allocated responsibility for managing breaches to a dedicated person or team.

- Our staff know how to escalate a security incident to the appropriate person or team in our organisation to determine whether a breach has occurred.

Responding to a personal data breach

- We have in place a process to assess the likely risk to individuals as a result of a breach.

- We know who is the relevant supervisory authority for our processing activities.

- We have a process to notify the ICO of a breach within 72 hours of becoming aware of it, even if we do not have all the details yet.

- We know what information we must give the ICO about a breach.

- We have a process to inform affected individuals about a breach when it is likely to result in a high risk to their rights and freedoms.

- We know we must inform affected individuals without undue delay.

- We know what information about a breach we must provide to individuals, and that we should provide advice to help them protect themselves from its effects.

- We document all breaches, even if they don't all need to be reported.