

Security Breach Protocol

1. Identification of breach
2. Contact DPO
3. Further investigation into what has been breached, who can be affected and how the breach has occurred.
4. Breach must be recorded
5. The DPO will report the breach to the ICO within 72 hours, if the breach has sufficient risks.
6. The data subjects effected must be informed without undue delay, this notification must include:
 - The name and contact details of DPO
 - The likely consequence of the data breach
 - Any measures taken by the council to remedy the breach.