
Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

Security Breach Protocol

1. Member of staff, councillor or member of the public - identification of breach
2. Contact DPO by email
3. DPO and Clerk (as Data Compliance Officer) - further investigation into what has been breached, who can be affected and how the breach has occurred.
4. Breach must be recorded in full
5. The DPO must report the breach to the ICO within 72 hours, if the breach has sufficient risks.
6. The Data Compliance Officer must ensure that the subjects affected 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.

General Data Protection Regulations – May 2018