



GDPR - Security Breach Policy

Policy statement

The following is the procedure that must be followed relating to a potential breach under GDPR legislation.

Procedures

- Notify the Data Protection Officer of the suspected data breach (**Zoe Shaw**)
- The Data Protection Officer will instruct a team to investigate the potential breach to establish if it is real
- The impact to individuals and organisations will be assessed
- Notify the Information Commissioners Office (ICO) within 72 hours with details of:
 - The nature of the personal data breach
 - The categories and approximate number of individuals concerned
 - The categories and approximate number of personal data records concerned
 - The name and contact details of the Data Protection Officer
 - A description of the likely consequences of the personal data breach
 - A description of the measures taken, or proposed to be taken, to deal with the personal data breach and, where appropriate, of the measures taken to mitigate any possible adverse effects
- This is only necessary if the breach could result in:
 - Discrimination
 - Damage to reputation
 - Financial loss
 - Loss of confidentiality
 - Economic disadvantage
 - Social disadvantage
- Notify any individuals concerned if there may be a risk to the rights and freedoms of those individuals
- Resolve breach

Legal framework

- General Data Protection Regulations (GDPR) 2018

Policy links

Our intention is for this policy to be read in conjunction with the following Home from Home Childcare GDPR Policies and Procedures:

- Privacy Notice
- Confidentiality and Client Access to Records Policy
- Information Sharing Policy
- Children's Records (Data Protection and Data Handling Policy)
- Safeguarding Children, Young People and Vulnerable Adults Policy

	<u>Date:</u>	<u>By Whom?</u>	<u>Comments</u>
Created	24 th May 2019	Linda Reynolds	Updated GDPR
Updated	19 th November 2019	Zoe Shaw	Added policy links
Reviewed			