



## 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 Latton Bush 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 and Child Protection Policy

	<u>Date:</u>	<u>By Whom?</u>	<u>Comments</u>
<b>Created</b>	22 <sup>nd</sup> January 2025	Rachel Simms	New setting Policy
<b>Reviewed</b>	23 <sup>rd</sup> January 2026	Zoe Shaw	
<b>Next Review</b>			