



Data Breach Process

1. Purpose

This process outlines the steps Hillam Parish Council will take in the event of a personal data breach, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Definition of a Data Breach

A personal data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

Examples include:

- Loss or theft of data or equipment
- Unauthorised access to personal data
- Sending personal data to the wrong recipient
- Accidental deletion of personal data

3. Immediate Actions

Upon discovering a breach:

- Report it immediately to the Parish Clerk or Data Protection Officer (if appointed).
- Contain the breach (e.g. recover lost data, shut down compromised systems).
- Assess the risk to individuals and the Council.

4. Assessment and Documentation

The Clerk will:

- Complete a Data Breach Reporting Form (see below).
- Determine whether the breach is reportable to the Information Commissioner's Office (ICO).
- Notify affected individuals if there is a high risk to their rights and freedoms.

5. Reporting to the ICO

If the breach is reportable, it must be submitted to the ICO within 72 hours of becoming aware of it. The Clerk will handle this process.

6. Review and Prevention

After managing the breach:

- Review what went wrong and why.
- Update procedures or training to prevent recurrence.
- Record the breach and actions taken in the Council's Data Breach Log.



Data Breach Reporting Form

Section	Details
Date of Breach Discovery	[Insert Date]
Reported By	[Name and Role]
Description of Breach	[What happened? Include dates, systems, and data types.]
Individuals Affected	[Number and type of individuals affected]
Immediate Actions Taken	[Containment, recovery, etc.]
Assessment of Risk	[Low / Medium / High – explain reasoning]
Reported to ICO?	[Yes / No – include date and reference if applicable]
Notified Individuals?	[Yes / No – include method and date]
Follow-up Actions	[Training, policy updates, technical fixes]
Completed By	[Name, Role, Date]

Version	Date of Meeting of Adoption
V2	4/11/2025