

Keyworth Parish Council

Data Breach Policy

General Data Protection Regulations (GDPR) define a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”.

Examples include:

- Access by an unauthorised third party.
- Deliberate or accidental action (or inaction) by a controller or processor.
- Sending personal data to an incorrect recipient.
- Computing devices containing personal data being lost or stolen.
- Alteration of personal data without permission.
- Loss of availability of personal data.

Keyworth Parish Council (hereinafter referred to as the Parish Council) takes the security of personal data seriously; computers are password protected and hard copy files are stored securely.

Consequences of a Personal Data Breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Accordingly, a breach, depending on the circumstances of the breach, can have a wide range of effects on individuals.

The Parish Council’s Duty to Report a Breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and the Information Commissioner’s Office (ICO) without undue delay and, where feasible, not later than 72 hours after having become aware of the breach.

If the ICO is not informed within 72 hours, the Parish Council must give reasons for the delay when reporting the breach.

When notifying the ICO of a breach, the Parish Council must:

1. Describe the nature of the breach, including the categories and approximate number of data subjects concerned, and the categories and approximate number of personal data records concerned.
2. Provide details of the Council’s main point of contact.
3. Describe the likely consequences of the breach.
4. Describe the measures taken, or proposed, to address the personal data breach, including measures to mitigate its possible adverse effects.

