RYHALL PARISH COUNCIL

Data Breach and Security Incident Response Policy

This Data Breach and Security Incident Response Policy is provided to you by Ryhall Parish Council. A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

If anyone (including a third party such as a payroll provider) suspects that a data breach has occurred, details of the alleged breach should be submitted immediately in writing to the Clerk E:clerk@ryhallparishcouncil.gov.uk or c/o Village Hall, Church Street, Ryhall, PE9 4HR

The following information sets out the process that Ryhall Parish Council will follow in the event of a data breach:

1. Notify the Information Commissioners Office (ICO)

Currently, data breaches do not have to be routinely notified to the ICO or others although the ICO recommends that it is good practice so to do. However, guidance states that organisations should notify the Information Commissioners Office of a breach where it is likely to result in a risk to the rights and freedoms of individuals or if it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Data Breaches will be recorded using the ICO's online system providing the following information:

The potential scope and cause of the breach

Mitigation actions Ryhall Parish Council plans to take

Details of how the organisation plans to address the problem.

2. Notify the Individual(s)

If a breach is likely to result in a high risk to the rights and freedoms of individuals (such as through identity theft) Ryhall Parish Council will notify those concerned.

3. Take into consideration required timescales

Under GDPR, we are required to report a personal data breach which meets the reporting criteria within 72 hours to the Information Commissioner.

In line with the accountability requirements, all data breaches must be recorded by Ryhall Parish Council along with details of actions taken. This record will help to identify system failures and should be used to improve the security of personal data.

Changes and Review

We keep this Data Breach Policy under review in accordance with the Document Review Schedule and will place any updates on the Parish Council website.