**General Data Protection Regulations – Security Breach**

**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 (Caroline Humphreys)*
* *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)

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| This policy was adopted by | Sheering Village Pre-School CIC | *(name of provider)* |
| On | 1st October 2019 | *(date)* |
| Date to be reviewed | October 2020 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Angie Rivoire | |
| Role of signatory (e.g. chair, director or owner) | Manager, Director | |