



## **DATA BREACH POLICY**

### **Introduction**

This policy is to outline and explain the process I Can Do That! CIC undertakes in the event of a suspected or confirmed data breach.

**Definition of a data breach** - A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

### **Example**

Personal data breaches can 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; and
- loss of availability of personal data.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is accidentally lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable and this unavailability has a significant negative effect on individuals.

### **Company process in the event of a data breach –**

Any suspected or confirmed data breach must be reported immediately to the company DPO (Amanda Moss 0791 505 3549 [amanda@icandothat.co](mailto:amanda@icandothat.co))

The DPO will enter the details of the breach into a Data Breach Log detailing time, date and details of the suspected breach, including the scope/content of the data concerned and any persons who may be affected.

The Data Breach Log also contains details of remedial action taken and timeframes in which such action was taken. Contact with persons affected will be recorded here. If there was a need to report the breach to the ICO, details of this would also be recorded on the log.

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