

## Southoe and Midloe Parish Council

### Data Breach Response Policy

- A. A data breach of any size is a crisis management situation, which could put an entire council at risk. Data security is not an IT issue, it is an organisational risk, and breach response should involve people from a number of roles across the council.
- B. Planning for a breach is therefore essential; every council should have in place a breach response plan, and should designate, in advance, a breach response team which can be convened at short notice to deal with the crisis.
- C. Understanding the issues that arise in a breach situation, and practising managing a breach, are essential to effective breach response. Failure to plan and practise increases the regulatory, litigation and reputation risk to the entire council.
- D. The checklist below sets out the key issues which a council should consider in preparing for a data breach.

#### 1. The breach response plan

- (a) Notify the Chair of the Parish Council and the Parish Clerk in the event of a data breach. In the event of one of these officers being unavailable, notify the Vice Chair of the Parish Council
- (b) The Chair of the Parish Council and the Parish Clerk hold joint decision making responsibility
- (c) External assistance in the event of a breach will be obtained from CALC
- (d) In the event of a breach, information from the ICO and NALC will be used to triage the response.

#### 2. Legal issues

- (a) The data breach reporting template will be used for managing and logging steps taken in the investigation.
- (b) Consideration will be given to notifying data subjects and / or regulators.
- (c) In the event that reporting to the ICO is necessary, the following information will need to be reported:
  - What happened.
  - When it happened.
  - How it happened.
  - How many people could be affected?
  - What sort of data has been breached?
  - What did you have in place that could have stopped it?
  - What have you done to help the people this affects?
  - What have you learned?
  - How can you stop similar breaches in the future?

- (d) The Information Commissioners Office can be contacted via:

**ico.org.uk or 0303 123 1113**

CALC can be contacted via:

01872 272648    Email: [enquiries@cornwallalc.org.uk](mailto:enquiries@cornwallalc.org.uk)

- (e) If the breach involves credit/ debit card data, the payment processor will be notified.
- (f) Information about the breach may be gathered, including taking statements from staff members or councillors who might have seen unusual activity.

**3. Cyber breach insurance**

- (a) In the event of a cyber breach, contact will be made with our insurer

**4. Data**

- (a) A data audit will be carried out quarterly to allow for the disposal of any data necessary

**5. Data subjects**

- (a) The Parish Clerk will attend GDPR training and updates as necessary to keep up to date with the law.