









01.10.25

Data Breach Procedure

 Data Breach Identified Become aware of a possible or confirmed breach of personal data.
 Record details of breach Note what happened, when, what type of data was involved, and who is affected.
 Assess severity and risk Consider the potential impact on clients' rights and freedoms.
 Notify ICO within 72 hours If the breach poses a significant risk, report it to the Information Commissioner's Office within 72 hours.
 Inform affected clients If the breach creates a high risk to individuals, notify those clients promptly, explaining what happened and what steps are being taken.
 Contain and mitigate breach Take immediate actions to stop further loss or damage (e.g., secure accounts, update passwords, contact service providers).
 Review incident Evaluate what happened, identify weaknesses, and update policies or security measures to prevent recurrence.
 Close case Once all required actions are completed, formally close the case and retain documentation of the breach and response.