

## **Data Breach and Non-compliance procedure:**

- Breach Management Flowchart will be followed
- Report breach to the Data Protection Officer
- Data Breach Form completed
- Data Breach Register updated
- Breach reported within 72 hours of becoming aware of breach.
- DPO will consider notification to the data subject/s as part of the process. If high risk data subject/s informed as soon as possible and kept informed of actions and outcomes.
- Advice will be taken from ICO regarding managing communication with data subjects if appropriate.
- Investigation into how the breach occurred
- Post breach action plan implemented and reviewed