



MABLETHORPE & SUTTON TOWN COUNCIL

Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples 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
- Loss of availability of personal data

Mablethorpe & Sutton Town Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Mablethorpe & Sutton Town Council duty to report a breach:

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach.

The **Data Protection Officer / Town Clerk** must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Mablethorpe & Sutton Town Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Mablethorpe & Sutton Town Council must:

- I. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- II. Communicate the name and contact details of the DPO
- III. Describe the likely consequences of the breach
- IV. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse effects.

