

## Pettaugh Parish Council

### Procedure to deal with personal data breach under GDPR

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

Under the GDPR, Parish Councils are required to report a personal data breach, that meets the reporting criteria, within 72 hours to the Information Commissioner. In line with accountability requirements, all data breaches must be recorded along with details of actions taken. Councils should ensure that there is a person, or group of people, who are responsible for dealing with any data breaches which may occur, outline a response plan and set out a procedure detailing how, when and to whom data subjects should report data breaches.

Person responsible for Data Breaches; Councillor, Stephen Rowe. Contact email; parishcouncilpettaugh@hotmail.co.uk.

Procedure; data subject should report data breach to Councillor Rowe.

Plan; Councillor Rowe to contact either of the Joint interim acting Parish Clerks. Assessment of whether the breach necessitates compulsory notification of Information Commissioner and also data subject e.g. where there is a high risk to individuals involved eg through identity theft. Inform Information Commissioner and Data Subject, if this is the case.

A record to be placed in the Parish Council Register of Data Breaches under GDPR.

Signed.....*M. L. Owen*.....  
Chairman

Date *10/6/20*