**Your company name**

**Data Breach Plan**

If a data breach occurs it must be reported to the **ICO within 72** hours of its discovery and the data subjects affected informed without delay.

Prior Data Breach

**Your Company name** have:-

* Addressed their policies and processes
* Undergone GDPR awareness training
* Tested their processing systems and 3rd party contracts
* Contracted a Data Protection Officer to undertake an impact assessment

Immediately a Data Breach is discovered

* ***Your Name*** to be contacted immediately tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What personal data has been affected?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* How many individuals have been affected? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Have the individual(s) responsible or involved in the incident been identified? Yes/No
* Has there been any media coverage of the incident? Yes/No
* Where was that data? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* When did this data become affected? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How was this data lost, deleted, corrupted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* What is the impact? Low, med, high? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date, time ***your company*** stopped processing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Any other system/process put in place to mitigate impact? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Date, time reported to the ICO - 0303 1231113 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Date, time breach reported to Data Subjects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Date, time breach reported to other bodies or regulators (who and ref numbers) \_\_\_\_\_\_

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After Data Breach has occurred

1. ***Your company*** to re assess it’s policies and procedures
2. Undertake additional training
3. Assess the breach and amend plan
4. Assess ***Your company*** response