



## DATA BREACH PROCEDURE

This document is to be used in the event of a 'Data Breach'. Without exception, the details obtained in this document must be compiled both accurately and truthfully. Once the document has been completed, the details must be reported to the Information Commissioner's Office within 72 hours of the breach if a successful outcome has not been reached.

|                     |  |
|---------------------|--|
| Report prepared by: |  |
| Date:               |  |

|   |  |
|---|--|
| Summary of the event and circumstances  |  |
| Data type and amount  |  |
| Has retrieval action been implemented   |  |
| Breach of procedure/policy by a staff member                                  |  |
| Data subject notification details   |  |
| Has a complaint been received   |  |
| Have procedures been amended to reflect lessons learned, if yes please state? |  |
| Conclusion  |  |

**To contact the ICO (Information Commissioner's Office):**

**Phone: 0303 123 1115**

**Email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk)**

For more information about our Data Privacy policies and procedures, you can view our GDPR Privacy Notice here: [GDPR Privacy Notice](#)