Collingbourne Kingston
Parish Council

GDPR Breach Policy

01/02/2025-VC-BP-05

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Issue State			
Issue Number	Issue Date	Issue Number	Issue Date
VC-BP-01	Adopted 01/06/2018	01	01/06/2018
VC-BP-02	Adopted 01/06/2020	01	01/06/2020
VC-BP-03	Adopted 01/10/2022	01	01/10/2022
VC-BP-04	Adopted 01/10/2023	01	08/11/2023
VC-BP-05	Adopted 01/02/2025	01	01/02/2025
This document is next due for review on : 01/10/2025			
Note: This is the controlled version of the GDPR Breach Policy document which is intended to be viewed on the Collingbourne Kingston Parish Council website (www.collingbournekingston.org.uk). For further details or information concerning this document please contact the Parish Clerk on clerk@collingbournekingston.org.uk			

Breach Policy

1. Introduction

I. A data breach of any size is a crisis management situation, which could put an entire council at risk.
Data security is not an IT issue, it is an organisational risk, and breach response should involve people from a number of roles across the council.

II. Planning for a breach is therefore essential, every council should have in place a breach response
plan, and should designate, in advance, a breach response team which can be convened at short
notice to deal with the crisis.

III. Understanding the issues that arise in a breach situation, and practising managing a breach, are
essential to effective breach response. Failure to plan and practise increases the regulatory, litigation and reputation risk to the entire council.

2. The Breach Response Plan

i. In the event of a data breach Councillors should be notified in the following order to ensure that
a member of the Parish council is made aware of the breach being identified.
a. The data controller(Chairman)
b. The data protection officer
c. Vice Chair
d. Responsible Financial Officer

ii. All of the above will have authority to contact third parties whose data has been breached.

iii. All of the above have the authority to be notified by third parties in respect of a breach.

iv. All of the above have the authority to gather information about the breach including taking statements from staff members or councillors who might have seen unusual activity?

v. Third parties are notified within 72 hours of the breach and informed of the cause of the breach
and the data exposed by the breach.

Changes to this notice

We keep this Breach Policy under regular review and we will place any updates on

https://www.collingbournekingston.org.uk/parish-council/data-protection

Contact Details

Please contact us if you have any questions about this Breach Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

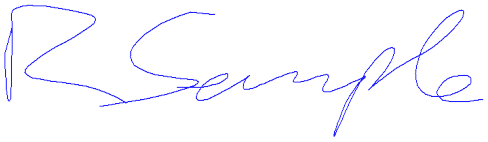
The Data Controller, Collingbourne Kingston Parish Council,
chairman@collingbournekingston.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

https://ico.org.uk/global/contact-us/email/

or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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Adopted:  Dated: 12/02/25

Signed by the Chairman

On behalf of the Parish Council