

## **Flixborough Parish Council**

### Data Security Breach Procedure

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data. In the occurrence of a breach the following steps will be taken by the Clerk:

#### 1. Notifying the Information Commissioners Office (ICO)

Flixborough Parish Council will notify the ICO within 72hrs of any data breach that is likely to result in a risk to the rights and freedoms of individuals or if it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Data Breaches will be recorded using the ICO's online system at <https://ico.org.uk/fororganisations/report-a-breach/> and the following information will be provided:

- The potential scope and cause of the breach
- Mitigation actions the council plans to take
- Details of how the council plans to address the problem

#### 2. Notifying the Individual concerned

If a breach is likely to result in a high risk to the rights and freedoms of individuals (such as through identity theft) the council will notify those concerned.

#### 3. Data Breaches that do not need to be reported to the ICO

Data breaches that are unlikely to result in a risk to the rights and freedoms of individuals or unlikely to result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage will not be reported to the ICO. However, for accountability and transparency all data breaches (whether they are reported to the ICO or not) will be recorded by the Parish Council. This record will help to improve the security of personal data held by the Parish Council.

#### 4. Notifying the council

If anyone is concerned that a data breach has occurred then they should submit details of the alleged breach immediately in writing or through email to:

Mrs H Scott  
Clerk  
13 Old Row  
Burton-Upon-Stather  
North Lincolnshire  
DN15 9DL  
[flixboroughparishclerk@gmail.com](mailto:flixboroughparishclerk@gmail.com)