

### **Procedure for dealing with Data Breaches.**

Members to consider whether, in light of information received, there has been an information security incident whereby data or information held by the Parish Council, in any format, has been compromised by being lost, destroyed, altered, copied, stolen, transmitted; unlawfully accessed or used by unauthorised individuals whether accidentally or on purpose.

- a) To consider information and evidence submitted to the Parish Council from both internal and external sources
- b) To consider whether, in light of evidence above, there has been a valid information security incident and the circumstances of that incident.
- c) To take further appropriate action if required with regards to escalation and notification.
- d) To carry out, if warranted, a review of the Council's GDPR Policy.
- e) To review the Council's Data Protection Policies
- f) Members to ask questions of the clerk if appropriate.

Date approved 23rd March 2021

Next review March 2022