

Cotesbach Parish Council

Data Breach Policy

This Data Breach Policy is provided by Cotesbach Parish Council

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

1. Notifying the Information Commissioners Office (ICO)

Currently, data breaches do not have to be routinely notified to the ICO, although the ICO recommends that it is good practice so to do. However, guidance states that organisations should notify the Information Commissioners Office of a breach where it 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: <https://ico.org.uk/for-organisations/report-a-breach/> and the following information should 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, for example through identity theft, the council will notify those concerned.

3. Timescales

Under the GDPR, the Council is required to report a personal data breach, which meets the reporting criteria, within 72 hours to the Information Commissioner.

In line with the accountability requirements, all data breaches must be recorded by the Parish Council along with details of the actions taken. This record will help to identify system failures and will be used to improve the security of personal data.

4. Notifying the council

If anyone, including a third party such as a payroll provider, suspects that a data breach has occurred details of the alleged breach should be submitted immediately to the Clerk at cotesbachpc@gmail.com

Reviewed and approved at the Annual Parish Council meeting on 12th May 2026; minute 7