Data Breach - Investigating and Reporting

Full details of Data Breach notified to Legal Services by completing Data Breach Reporting Form

Legal Services assess report and notify relevant stakeholders and Data Protection Officer (DPO) if breach confirmed

DPO liaises with relevant Designated Officer and business area(s) to coordinate response, including risk mitigation

DPO assesses likelihood of breach resulting in risk to rights and freedoms of individuals

Unlikely

Likely

No need to report to ICO or inform individuals of the breach

DPO to determine if investigation and further steps required

DPO to notify ICO within 72 hours of becoming aware of breach and determine further steps including:

1. Informing the individuals affected of the breach

2. Informing police

3. Determining if investigation and further steps required