Human Resources

Data Security Breach Management Policy

IMS-HRD-013

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2016-03-002

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5. Data Breach Procedures

If a data security breach does occur, staff should follow the procedures set out below:

1. Immediately notify the Kibble Data Protection Officer (DPO) or in his absence the Support Services Manager, include in the notification the following:

   a. The nature of the breach i.e. has the data been lost, shared or stolen
   b. The amount of data involved
   c. How many people are/will be affected
   d. The content of the information.

In addition you should inform the DPO of any

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