

## **REPORTING A DATA BREACH TO ICO**

On 25 May 2018, mandatory breach notification was introduced under the General Data Protection Regulation (the GDPR).

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. This may include, for example, the loss of a USB stick, data being destroyed or sent to the wrong address, the theft of a laptop or hacking.

Lewknor Parish Council (LPC) will report any breach to the Information Commissioner's Office (ICO) as soon as the breach is detected. This responsibility will generally fall to the Clerk – unless the Clerk is not available, in which case a councillor will be required to report the breach.

A breach can be reported by phoning the ICO helpline on 0303 123 1113 during normal office hours; or online using this link <https://ico.org.uk/for-organisations/report-a-breach/>

14<sup>th</sup> May 2018