North Leigh Parish Council
Serving North Leigh, East End, New Yatt and Wilcote

Data Breach Procedure

Adopted the 14th May 2026

1. Purpose of this policy

As part of the General Data Protection Regulation (UK GDPR) the council is required to have procedures in place to ensure security of all its personal data and lines of responsibilities.

This policy should ensure that the council meets the requirements of legislation and minimise risks associated with breaches.

2. Scope

This policy covers all types of personal data and includes hard copies and electronic data.

Personal data is information that can identify an individual (contact details, date of birth, bank details or information on their health, family, or education)

It applies to all officers, councillors, consultants, and contractors.

The council regularly reviews the data it stores.

Data breaches may be classified as confirmed or suspected incidents, this could include (but is not restricted to):

- loss or theft of sensitive or confidential data/equipment on which data is stored – USB stick, laptop, hard drive, tablet, or paper copy.
- unauthorised use or access to files or systems
- attempts to gain unauthorised access to files or systems.
- altering personal data without permission
- human error (e.g., sending personal data to incorrect recipient)
- system failure

3. Reporting incidents

Anyone who becomes aware of breach should report this to the Clerk and Chair immediately.

If this is outside of normal office hours, it must be reported as soon as possible.
Details of the incident should be reported using the Data Breach Report Form. (Appendix 1)

Any breach that is likely to result in a “risk to the rights and freedoms” must be reported to the ICO “without undue delay” and where practicable within 72 hours of being aware of it.
If the report it made outside of the 72 hours the report should include reasons for the delay.

The Clerk/Chair should first determine whether the breach is still occurring. If so, appropriate steps should be taken to stop or minimise the breach.

Data Breach Procedure

Adopted the 14th May 2026

An assessment should be undertaken by the Clerk/Chair to establish who should undertake investigations into the breach, whether information can be recovered or reclaimed, whether the police should be informed, what internal or external advice or support should be sought.

Further investigations should be undertaken ideally within 24 hours and will assess the type of data involved, its sensitivity, protections currently in place, has the data been used illegally or inappropriately, who has been affected and what the consequences of the breach may be.

4. Notifications

Any individuals who may have been affected by the breach should be contacted without delay, with details on the data involved and how the breach has occurred. Clear guidance and advice should be given to reduce further risks to the individual.

The involvement of third parties (police, insurers, banking, and credit companies) will need to be considered based on the data involved and the nature of the breach.

Any breach will be reported to Full Council at the next available meeting.

5. Record Keeping

Records of any breaches, investigations and contact with individuals or third parties should be kept, regardless of whether the ICO is involved. Records will be stored in line with the council's Retention and Disposal Policy

6. Evaluation and Resolution

A full review and report of the incident will be undertaken by officers/councillors covering the causes, responses, policies, procedures and security measures and controls.

The report will be presented to Full Council at the next available meeting.

7. Documentation Review

This and all UK-GDPR related documentation will be updated as and when changes in legislation occur. It will be reviewed annually in line with other policies.

This policy was adopted on the 14th May 2026.

North Leigh Parish Council
Serving North Leigh, East End, New Yatt and Wilcote

Data Breach Procedure

Adopted the 14th May 2026

(Appendix 1) Data Breach Report Form

Notification of Data Security Breach	**To be completed by the Clerk/Chair**
Date incident discovered	
Date(s) of incident	
Place of incident	
Name of person reporting incident	
Contact details:	
Brief description of incident:	
Brief description of data lost	
Number of data subjects involved:	
Have data subjects been contacted?	YES NO
Has any personal data been placed at risk?	YES NO
Brief description of any action taken at the time of discovery	
Received by: On:	Action taken: On:

North Leigh Parish Council
Serving North Leigh, East End, New Yatt and Wilcote

Data Breach Procedure

Adopted the 14th May 2026

Assessment of Breach	To be completed by appointed person(s)
Details of data breach: (records, equipment involved)	
What information has been lost?	
How much data has been lost? (if IT, when was the last back up?	
What impact will this loss have on the council?	
How many data subjects were affected?	
What is the sensitivity of the data?	
Is the data relating to the racial or ethnic origin, political opinions or religious beliefs, trade union membership, genetics, biometrics, health, sex life or sexual orientation?	YES NO
Could the data be used to commit fraud or identify theft? I.e. bank account details, copies of passports?	YES NO
Relating to individuals work performance, salaries of personal life that could cause significant distress?	YES NO
Security information that may put an individual in danger?	YES NO
Reported to: ICO (if applicable) Data subjects: Third Parties: (police, banks – if applicable) Report to Full Council: (attached)	By Date

North Leigh Parish Council
Serving North Leigh, East End, New Yatt and Wilcote

Data Breach Procedure

Adopted the 14th May 2026

Review	To be completed by appointed person(s)
Date:	
Action taken	
Follow up, action required, recommended	

North Leigh Parish Council
Serving North Leigh, East End, New Yatt and Wilcote

Data Breach Procedure

Adopted the 14th May 2026