

# Human Resources

## Data Security Breach Management Policy

IMSHRD013

Version: 1.00

**Disclaimer**

While we do our best to ensure that the information contained in this document is accurate and up to date when it was printed please refer to the electronic copy on the intranet for the latest version.

If you require further clarification on our document control system, please contact the Quality Assurance Department.

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# Data Security Breach Management Policy

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## ~~Data Security~~ ~~Beach Management~~ ~~Policy~~

### 5. ~~Data~~ ~~Beach~~ ~~Procedures~~

If a data security breach does occur, staff should follow the procedure 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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# Data Security Beach Management Plan

