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# Hartlip Parish Council

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## Document Control

Title	Personal Data Breach Procedure
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## Personal Data Breach Procedure

### 1. Definition

A personal data breach means a breach of security leading to:

- Loss
- Destruction
- Alteration
- Unauthorised disclosure
- Unauthorised access

### 2. Examples

- Lost laptop or USB stick
- Email sent to wrong recipient
- Hacked email account
- Paper files lost

### 3. Immediate Action

If a breach occurs:

1. Inform the Clerk immediately (or Chair if Clerk involved).
2. Secure the data where possible.
3. Record what happened, when, and who was affected.

#### **4. Assessment**

The Clerk (or Chair) will assess:

- What data was involved
- How many individuals affected
- Risk to individuals

#### **5. Reporting**

If the breach is likely to result in risk to individuals, it must be reported to the Information Commissioner's Office within **72 hours**.

Affected individuals will be informed where required.

#### **6. Recording**

All breaches (even minor ones) will be recorded in a Breach Log.

#### **7. Prevention**

Following any breach, procedures will be reviewed to prevent recurrence.