

SHA response to reports of data breaches.



NOTE 72 hour time limit for reporting breaches to ICO.

Reports must be made to the current DPO via DPO@sochealth.co.uk and marked urgent.

Check validity of such reports

- Authority of the person / organisation making the report
- Are there multiple reports,

If valid report to SHA Directors and record.

If the DPO considers consequences are likely to be severe for instance in the case of a leak of financial data contact members immediately on Action Network to allow them to cancel bank cards.

Seek source of data breach and seek to prevent further breaches.

- Secure systems
- Change passwords
- Reduce access rights

Mitigation - Seek speedy destruction of leaked data

- Consider if legal and / or disciplinary measures are appropriate.

Prevention of future incidents

- consider training implications to prevent further leaks.
- Should it be appropriate implement rapid training programme
- Strengthen compliance procedures

Report to IPO noting severity of incident and mitigations.

<https://ico.org.uk/for-organisations/report-a-breach/>