



Personal Data Breach Policy

Definition of a Personal Data Breach

Under the UK General Data Protection Regulation, a personal data breach is defined as:
“A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.”

Examples of personal data breaches include:

- Access to personal data by an unauthorised third party
- Deliberate or accidental action (or inaction) by a data controller or processor
- Sending personal data to an incorrect recipient
- Loss or theft of computing devices containing personal data
- Alteration of personal data without permission
- Loss of availability of personal data

Milton Malsor Parish Council takes the security of personal data seriously. Council computers are password protected and hard copy files containing personal data are stored securely in locked cabinets.

Consequences of a Personal Data Breach

A personal data breach may result in a number of risks to individuals, including:

- Loss of control over personal data
- Identity theft or fraud
- Financial loss
- Damage to reputation
- Loss of confidentiality of personal information
- Discrimination or social disadvantage
- Damage to property

Depending on the circumstances, a data breach may have a significant impact on the individuals affected. For this reason, it is important that any suspected breach is reported and managed promptly.

Reporting a Suspected Data Breach

Any councillor or member of staff who becomes aware of a potential or actual personal data breach must report it immediately to the Parish Clerk.

The Parish Clerk will assess the nature of the breach, take steps to contain it where possible, and determine whether the breach needs to be reported to the Information Commissioner's Office.

Milton Malsor Parish Council's Duty to Report a Breach

Where a personal data breach is likely to result in a risk to the rights and freedoms of individuals, the breach must be reported to the Information Commissioner's Office without undue delay and, where feasible, within **72 hours** of the Council becoming aware of it.

If the breach is likely to result in a **high risk to the rights and freedoms of individuals**, the affected individuals must also be informed without undue delay.

If the ICO is not notified within 72 hours, the Council must provide reasons for the delay when the breach is reported.

Information Required When Reporting a Breach

When notifying the ICO of a personal data breach, Milton Malsor Parish Council will provide:

1. A description of the nature of the breach, including the categories and approximate number of individuals affected and the categories and approximate number of personal data records concerned
2. The name and contact details of the Parish Clerk or other contact point
3. A description of the likely consequences of the breach
4. A description of the measures taken, or proposed to be taken, to address the breach and mitigate any possible adverse effects

When notifying individuals affected by the breach, the Council will provide the information outlined in points 2–4 above.

When Individuals May Not Need to Be Notified

The Council may not need to inform affected individuals if one of the following conditions applies:

- Appropriate technical and organisational protection measures were in place, such as encryption, rendering the personal data unintelligible to unauthorised persons
- Subsequent measures have been taken which ensure that the risk to individuals is no longer likely to occur
- Notifying individuals would involve disproportionate effort, in which case a public communication or similar measure may be used instead

However, the Council will still assess whether the breach needs to be reported to the ICO.

Responsibilities of Data Processors

If a data processor working on behalf of Milton Malsor Parish Council (for example, a payroll provider) becomes aware of a personal data breach, they must notify the Council without undue delay.

The responsibility for notifying the Information Commissioner's Office remains with Milton Malsor Parish Council.

Records of Data Breaches

Milton Malsor Parish Council will maintain a record of all personal data breaches, regardless of whether they are reported to the ICO.

Maintaining a breach record allows the Council to:

- monitor patterns of incidents
- identify weaknesses in systems or procedures
- improve the security of personal data

To report a breach to the ICO, the online reporting system is available at:

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

Record of Data Breaches

Date of Breach	Type of Breach	Number of Individuals Affected	Date Reported to ICO / Individuals	Actions Taken to Prevent Recurrence

Reviewed by Milton Malsor Parish Council: March 2026

Adopted by Milton Malsor Parish Council: April 2026

Next Review Date: March 2028