

SIBBERTOFT PARISH COUNCIL

Clerk & RFO: Mrs CE Valentine
c/o 20 Styles Place
Yelvertoft
NN6 6LR
clerk@sibbertoftparishcouncil.gov.uk
www.sibbertoftparishcouncil.gov.uk

Sibbertoft Parish Council

PERSONAL DATA BREACH POLICY

Approved by Sibbertoft Parish Council

Review Date: May 2026

Next Review Date: May 2028

1. Introduction

Sibbertoft Parish Council is committed to protecting personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy sets out the procedures for identifying, reporting, assessing and responding to personal data breaches.

2. Definition of a Personal Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

3. Examples of Personal Data Breaches

Examples include:

• Sending personal data to the wrong recipient.

• Losing paper records or electronic devices.

• Unauthorised access to emails or files.

• Publishing personal information in error.

• Cyber incidents such as hacking or malware.



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4. Responsibilities

Sibbertoft Parish Council is the Data Controller. The Clerk is responsible for coordinating the Council's response to personal data breaches.

All councillors, employees and contractors must report suspected or actual breaches immediately to the Clerk at clerk@sibbertoftparishcouncil.gov.uk.

5. Immediate Actions

Upon discovering a breach, the person identifying it must:

- Report it to the Clerk immediately.
- Take steps to contain the breach where possible.
- Preserve relevant evidence.
- Not attempt to conceal the incident.

6. Breach Assessment

The Clerk will assess:

- What happened.
- What personal data is involved.
- How many individuals are affected.
- The likely consequences.
- The risk to individuals' rights and freedoms.

7. Notification to the Information Commissioner's Office (ICO)



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Where a breach is likely to result in a risk to individuals' rights and freedoms, the Council will notify the Information Commissioner's Office (ICO) without undue delay and, where feasible, within 72 hours of becoming aware of the breach.

If notification is delayed, the reasons will be documented.

8. Notification to Affected Individuals

Where a breach is likely to result in a high risk to individuals' rights and freedoms, affected individuals will be informed without undue delay.

Notifications will describe the nature of the breach, likely consequences, and steps taken or recommended to mitigate the impact.

9. Breach Register

The Council will maintain a confidential register of all personal data breaches, whether or not they are reportable to the ICO. The register will record:

- Date and time of discovery.
- Description of the breach.
- Data and individuals affected.
- Risk assessment.
- Actions taken.
- Whether the ICO and affected individuals were notified.

10. Containment and Recovery

The Council will take appropriate steps to contain the breach and reduce harm, including:

- Recovering data where possible.

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• Changing passwords.

• Restricting access.

• Restoring systems.

• Obtaining technical support if required.

11. Investigation and Lessons Learned

Following a breach, the Council will review the incident to identify root causes and implement measures to prevent recurrence, such as training, procedural changes, or security improvements.

12. Training and Awareness

All councillors and staff must receive appropriate data protection awareness and understand how to recognise and report personal data breaches.

13. Complaints and Further Information

Questions about this policy should be directed to the Clerk.

The Information Commissioner's Office can be contacted at:

www.ico.org.uk

Telephone: 0303 123 1113

14. Policy Review

This policy will be reviewed periodically and updated to reflect changes in legislation, guidance, or Council procedures.