

Data Breach Policy

Tormarton Parish Council follow its Data Protection Policy to keep staff, members, residents, and contractors data safe.

Tormarton Parish Council consider a data breach as defined by the ICO as:

“A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than about losing personal data.”

The parish council takes any breach of data very seriously and is aware of the impacts of breaches on the material and social and emotional impacts of individuals. Having a defined procedure to follow in the event should take place, which considers the requirements determined by the ICO, will ensure the parish council both meets its legal requirements and respects the rights and impacts on individuals.

The procedure

1. Any breach should be notified immediately to the clerk, whenever it should occur, to ensure compliance to report certain breaches to the ICO within 72 hours. The clerk will request as much information as is known by the reporting person and log the breach, including how the data was lost. Examples may include loss of council paperwork or a laptop or an unauthorised access to the council computer systems (Hacking).
2. The clerk will take any action immediately which will prevent ongoing breaches or impacts, where this is appropriate and known.
3. The clerk and the Chairperson will review the data breach and its impacts on the rights and freedoms of individuals, noting a risk rating from none to significant, impacting on discrimination, financial loss, fraud, or reputational damage.
4. Where a significant risk is identified, as defined by the ICO and as above, the clerk, within 72 hours will report the breach to the ICO and follow any advice and instructions issued by the authority.
5. The parish council will also inform the affected individual/s of the breach on reporting to the ICO, informing them how they plan to rectify the problem.
6. If the clerk and the Chairperson, do not consider the breach to be a reportable event, the rationale will be noted on the breach log.
7. The clerk will also notify the insurance company of the breach.
8. The parish council will communicate with all affected individuals, whilst the breach is investigated and resolved and when the breach is considered closed.

This policy was approved on the 2nd of February 2026
The review date is May 2026