

24. Data Breach Notification

- 24.1 All personal data breaches must be reported immediately to Scott Beavan (Technical Director).
- 24.2 If a personal data breach occurs and that breach is likely to result in a risk to the rights and freedoms of data subjects (e.g. financial loss, breach of confidentiality, discrimination, reputational damage, or other significant social or economic damage), the Company must ensure that the Information Commissioner's Office is informed of the breach without delay, and in any event, within 72 hours after having become aware of it.
- 24.3 In the event that a personal data breach is likely to result in a high risk (that is, a higher risk than that described under Part 24.2) to the rights and freedoms of data subjects, the Company must ensure that all affected data subjects are informed of the breach directly and without undue delay.
- 24.4 Data breach notifications shall include the following information:
- 24.4.1 The categories and approximate number of data subjects concerned;
 - 24.4.2 The categories and approximate number of personal data records concerned;
 - 24.4.3 The name and contact details of the Company's data protection officer (or other contact point where more information can be obtained);
 - 24.4.4 The likely consequences of the breach;
 - 24.4.5 Details of the measures taken, or proposed to be taken, by the Company to address the breach including, where appropriate, measures to mitigate its possible adverse effects.

25. Implementation of Policy

This Policy shall be deemed effective as of 25/05/2018. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This Policy has been approved and authorised by:

Name: David Managh

Position: Managing Director

Date: 05/01/2023

Due for Review by: 05/01/2024

Signature: 

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