

What to do if you suffer a data breach

A **data breach** is a **security** incident in which sensitive, protected or confidential **data** is copied, transmitted, viewed, stolen or used by an individual unauthorized to do so.

Examples include...

- Leaving a laptop on a train
- Cd's, discs or usb sticks with databases on getting lost in the post
- Sign up lists at events being left out and someone stealing them or making a copy of them (I.e taking a picture of the list on their phone)
- Opening a malicious email that allows viruses or ransomware onto your computer.

If this happens or you suspect it has happened contact Head Office immediately.

In extreme cases we have to let the ICO (Information Commissioner's Office) know within 72 hours

We may have an obligation to let those effected by the data breach know so it is imperative you contact the Data Protection team at Head Office know asap.

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