



Data Breach Management Procedure

In the event of a personal data breach (that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data), we will take the following action:

1. As soon as we become aware of a personal data breach we will contact the Chester Diocesan Registrar to inform them of the breach and to ask for their advice.
2. When the GDPR¹ states that it is compulsory to inform the ICO² within 72 hours of discovering the personal data breach, we will do so.
3. We will investigate the cause of the data breach, inform those affected and take all steps to address the problem as appropriate.
4. We will review the incident and our response to learn lessons and propose and implement changes on how we control and store data at PCC³.

¹ General Data Protection Regulation

² Information Commissioner's Office

³ Parochial Church Council