

ST MARY MAGDALENE CHURCH BOLNEY, PAROCHIAL CHURCH COUNCIL
GDPR Breach Management Procedure

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

- Under the General Data Protection Regulation (GDPR) the Church of St Mary Magdalene Bolney will inform the Information Commissioner's Office ICO and the individuals affected in certain circumstances, (e.g. where there is a high risk to the individuals involved, for instance, through identity theft).
- Under the GDPR, we will notify the ICO of a data breach within 72 hours of finding out about this.
- We will seek the advice of the diocesan registrar about any suspected breaches without delay.
- We realise that more details may have to be provided after 72 hours, but before then the ICO will want to know the potential scope and the cause of the breach, mitigation actions we plan to take, and how you plan to address the problem.

Adopted: March 2018 /Review annually: 2nd meeting after each APCM