

Breach Notification Procedure

1. Scope

This procedure applies in the event of a personal data breach under Article 33 of the General Data Protection Regulation – *Notification of a personal data breach to the supervisory authority* – and Article 34 – *Communication of a personal data breach to the data subject*.

The General Data Protection Regulation draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Each organisation should establish whether it is data controller, or a data processor for the same data processing activity; or whether it is a joint controller.

2. Responsibility

2.1 All users (whether employees, contractors or temporary employees and third party users) and owners of A. Abbott & Sons (Rushden) Ltd are required to be aware of, and to follow this procedure in the event of a personal data breach.

2.2 All employees, contractors or temporary personnel are responsible for reporting any personal data breach to Michael Hart

2.3

3. Procedure – Breach notification data processor to data controller

3.1 A. Abbott & Sons (Rushden) Ltd reports any personal data breach or security incident to the data controller without undue delay. A. Abbott & Sons (Rushden) Ltd provides the controller with all details of the breach.

3.2 The breach notification is made by calling 01933 312142 or email to michael@abbottfunerals.co.uk within 2 business days of A. Abbott & Sons (Rushden) Ltd identifying the breach.

3.3 A confirmation of receipt of this information is made by email/telephone.

4. Procedure – Breach notification data controller to supervisory authority

4.1 A. Abbott & Sons (Rushden) Ltd determines if the supervisory authority needs to be notified in the event of a breach.

4.2 A. Abbott & Sons (Rushden) Ltd assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach, by conducting an investigation.

4.3 If a risk to data subject(s) is likely, Michael Hart will report the personal data breach to the supervisory authority without undue delay, and not later than 72 hours after Michael Hart & A. Abbott & Sons (Rushden) Ltd has identified the breach.

4.4 If the data breach notification to the supervisory authority is not made within 72 hours, A. Abbott & Sons (Rushden) Ltd's Michael Hart will submit it electronically with a justification for the delay.

4.5 If it is not possible to provide all of the necessary information at the same time A. Abbott & Sons (Rushden) Ltd will provide the information in phases without undue further delay.

4.6 The following information needs to be provided to the supervisory authority:

4.6.1 A description of the nature of the breach.

4.6.2 The categories of personal data affected.

4.6.3 Approximate number of data subjects affected.

4.6.4 Approximate number of personal data records affected.

4.6.5 Name and contact details of the Michael Hart of A. Abbott & Sons (Rushden) Ltd

Breach Notification Procedure

- 4.6.6 Consequences of the breach; both those which have already occurred and those which are likely to occur.
- 4.6.7 Any measures taken to address the breach.
- 4.6.8 Any information relating to the data breach.
- 4.7 In the event the supervisory authority assigns a specific contact in relation to a breach, these details are recorded in the Internal Breach Register.
- 4.8 The breach notification is made by email michael@abbottfunerals.co.uk or 01933 312142
- 4.9 A confirmation of receipt of this information is made by email michael@abbottfunerals.co.uk or 01933 312142
- 5. **Procedure – Breach notification data controller to data subject**
 - 5.1 If the personal data breach is likely to result in high risk to the rights and freedoms of the data subject, A. Abbott & Sons (Rushden) Ltd will notify those/the data subject(s) affected immediately in accordance with Michael Hart's recommendations.
 - 5.2 The notification to the data subject describes the breach in clear and plain language, in addition to information specified in clause 4.6 above.
 - 5.3 The data controller takes subsequent measures to ensure that any risks to the rights and freedoms of the data subjects are no longer likely to occur.
 - 5.4 If the breach affects a high volume of data subjects and personal data records, A. Abbott & Sons (Rushden) Ltd makes a decision based on assessment of the amount of effort involved in notifying each data subject individually, and whether it will hinder A. Abbott & Sons (Rushden) Ltd's ability to appropriately provide the notification within the specified time frame. In such a scenario a public communication or similar measure informs those affected in an equally effective manner.
 - 5.5 If A. Abbott & Sons (Rushden) Ltd has not notified the data subject(s), and the supervisory authority considers the likelihood of a data breach will result in high risk, A. Abbott & Sons (Rushden) Ltd will be obligated to communicate the data breach to the data subject within 72 hours.
 - 5.6 A. Abbott & Sons (Rushden) Ltd documents any personal data breach(es), incorporating the facts relating to the personal data breach, its effects and the remedial action(s) taken.

Document Control

Michael Hart is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the General Data Protection Regulation.

A current version of this document is available to all members of staff on the company website (Legal tab) and is published in the GDPR regulations folder and is published in the GDPR regulations folder.

This procedure was approved by A. Abbott & Sons (Rushden) Ltd on 24th April, 2018 and is issued on a version controlled basis under his signature.

Signature: Signature omitted on-line

Date: 24.4.2018

Breach Notification Procedure

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	<Manager>	Xx/yy/zz
2			
3			