Day 0

Complete Data Protection Incident Form [App A] and Risk Assessment Matrix [App B] and send via email to Data Protection

\*Includes for example:

* Comms plan preparation
* Letters to individuals
* Contact centre script

Agree Action Plan

DPO decision: Notify ICO? [App D]

Post notification activity\*

ICO notified

Near Miss

Notify DPO and key stakeholders attaching App A and App B

Agree Action Plan

Risk/Harm to Individuals?

Initial information emerges of a Data/Cyber Security Breach or Near Miss

Sharing and learning (IGWG/Steering Group activity)

Breach stays with key officers

Containment and Recovery

Reporting officer to inform Investigating Manager immediately (cc DIGR)

Complete Data Protection Incident Form [App A] and Risk Assessment Matrix [App B] and send via email to Data Protection

+24hr

Yes

No

Yes

No

+72hr

Notify legitimate 3rd party entities

Complete any remaining points/actions on incident form