

LEP POLICY ON DATA BREACHES

1. The LEP will inform the ICO within 72 hours of a breach, stating at least the:
 - Nature of the breach
 - Number of Data Subjects affected
 - Categories of data
 - Proposed mitigation
2. If the risk posed to the freedom and rights of the Data Subjects is high, the LEP will email the Data Subjects involved:

Dear Data Subject

We are writing to inform you of a recent security breach at Thames Valley Berkshire LEP Ltd.

[Describe what happened in general terms, including: the date of the security breach, specific categories of personal/private information that were involved, what you are doing in response and inform the recipient as to what they can do to protect themselves].

We apologise for any inconvenience caused.

Abby Lacey
Office Manager & Data Controller