

KeyStroke Virtual Secretary Services Ltd

Data Breach Policy and Procedure

Purpose

The purpose of this policy is to detail the procedures that will be adopted in the event of a data breach of information within the companies-controlled data and processed data from a 3rd party processor. This is to ensure that we carry this out consistently and that we fully document any actions taken.

Review

A yearly review of this policy and procedure will be undertaken by the Data Protection Officer (Letty Scrimgeour) and in the event of a data breach or incident.

Procedure

Step One

Establish that a data/incident breach has taken place. Report breaches or incidents to the Data Protection Officer (Letty Scrimgeour) for investigation immediately or data protection is informed of a data breach by a 3rd party processor.

Step Two

The Data Protection Officer (Letty Scrimgeour) will complete an investigation using **Data Breach Reporting Template** and will complete only to **Number 6** of the report.

Step Three

Our Company Insurers will be informed using the information from the report. The ICO will be informed of breach. And a course of action will be agreed with the insurers as to how data subjects will be notified of the breach.

Step Four

Our Data Protection Officer (Letty Scrimgeour) will complete Data Breach Report from 7-10.

Definitions

- DPO – Data Protection Officer
- ICO – Information Commissioners Officer

Letty Scrimgeour

26.05.20

Letty Scrimgeour - Managing Director / Data Protection Officer

Updated May 2020

Due or review May 2021