

## **The Lower Hardres and Nackington Village Hall Committee (LH&NVHC) Data Breach Policy.**

LH&NVHC are aware that it is essential that any PC, laptop, mobile, tablet, CD or memory stick used for village hall purposes is securely stored and that data is password protected. If any of these items are stolen or hacked, and if potential risk to individuals results, the breach must be reported. The same applies to paper files temporarily stored in the domestic environment, or archived files stored in a locked cabinet in the Hall.

***Any member of the LH&NVHC who becomes aware of a potential data breach or loss must report the incident immediately to the Chairman and Secretary of the Committee.***

A personal data breach means a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. The LH&NVHC should only have to notify the Information Commissioner's Office (ICO) where it is likely to result in a risk to individuals, for example, damage to reputation, financial loss, loss of confidentiality. If a data breach occurs, it is important to check whether anything could be done to avoid it happening again.

The Secretary, or other responsible Committee member, is required to report certain types of data breach to the Information Commissioner's Office (ICO) and in some cases to the individuals affected. A report to the ICO must be made within 72 hours (3 days) of becoming aware that an incident is reportable. Initially guidance should be sought from the ICO's helpline 0303 123 1113, or from their website ([www.ico.org.uk/for-organisations/report-a-breach/](http://www.ico.org.uk/for-organisations/report-a-breach/)) who will advise whether something represents a significant breach. The ICO will determine subsequent resolution or litigation.