

**DATA PROTECTION BREACH REPORTING
PROCEDURE POLICY**

General Data Protection Regulation (“GDPR”)

Glen Hodgetts is a sole practitioner and is personally responsible for all data protection issues arising under the GDPR.

DATA PROTECTION BREACH REPORTING PROCEDURE

As a Sole Practice, we are responsible for ensuring that personal data processed is not:

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- 1 Accessed without authority;
- 2 Processed unlawfully;
- 3 Lost;
- 4 Destroyed; or
- 5 Damaged.

From time-to-time things may go wrong and The Chambers of Glen Hodgetts might fail to achieve one or more of these data protection responsibilities.

If this does happen, it is essential that steps are taken to try to put things right. However, Glen Hodgetts can do this only if he knows that there has been a problem.

Therefore, everybody within, connected to or contracted by the Chambers of Glen Hodgetts to perform administrative tasks has a duty to report any actual or suspected data breach, regardless of whether they have discovered the breaches or have caused them. For example, it is important that all staff dealing with incoming mail inform Glen Hodgetts immediately, if they know or suspect that a breach of incoming mail has occurred - that is, if mail has been compromised as detailed above at A1-5 by the ways noted below at B1-6.

WHAT IS A DATA PROTECTION BREACH?

A data protection breach is defined as “*a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.*”

Data protection breaches can happen for a wide range of reasons, including:

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- 1 Human error;
- 2 Cyber-attacks;
- 3 Loss or theft of devices or equipment on which personal data is stored;
- 4 Inadequate or inappropriate access controls;
- 5 Deceit; and
- 6 Disasters at Chambers’ premises, for example fire or flood.

If you are unsure whether a particular circumstance or incident constitutes a data protection breach, please refer the matter urgently to Glen Hodgetts for his guidance by calling him on 07966 495 468 or by email to glen.hodgetts@equalitylaw.co.uk

REPORTING A PERSONAL DATA BREACH

All personal data breaches must be reported to Glen Hodgetts immediately upon discovery.

All initial notification of a suspected breach should be made by email to:-

glen.hodgetts@equalitylaw.co.uk

More detailed reports if requested by Glen Hodgetts should be made by secure encrypted email to:-

glen.hodgetts@equalitylaw.secure-comm.com

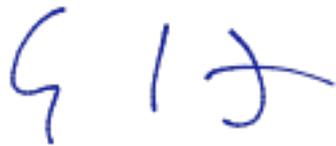
or via Glen Hodgetts’ secure encrypted portal at:-

<https://equalitylaw.secure>

When making a **detailed report**, please detail:

1. The mode of communication that has been compromised, such as email or post etc.
2. The type of data or information that has been potentially compromised
3. The nature of the suspected breach . e.g. theft, loss, destruction of data
4. The nature of the type of data that has been compromised such as whether it is sensitive or commercial
5. A description the events leading up to the breach and how and why the breach occurred
6. A list of all parties or staff involved in the breach
7. When the breach occurred
8. Any other information that you think is material

Thank you for your kind co-operation.



Glen Hodgetts

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