**Data Breach Protocol**

**St Lawrence Church Heanor Parochial Church Council**

# Dealing with data protection breaches

## Where staff or volunteers, [or contractors working for us], think that the church’s data protection policy has not been followed, or data might have been breached or lost, this will be reported **immediately** to the Associate Minister and Churchwardens.

## We will keep records of personal data breaches, even if we do not report them to the ICO.

## We will report all data breaches which are likely to result in a risk to any person, to the ICO. Reports will be made to the ICO within **72 hours** from when someone from St Lawrence’s becomes aware of the breach. This may be a challenge due to our predominantly voluntary and part time work force.

## In situations where a personal data breach causes a high risk to any person, we will (as well as reporting the breach to the ICO), inform data subjects whose information is affected, without undue delay.

## This can include situations where, for example, bank account details are lost or an email containing sensitive information is sent to the wrong recipient. Informing data subjects can enable them to take steps to protect themselves and/or to exercise their rights