



Yatton Parish Council

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OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

Data Breach Reporting Procedure 2025-26. Adopted March 9th 2026. Review March 2027.

A data security breach can happen for a number of reasons: Loss or theft of data or equipment on which data is stored, inappropriate access controls allowing unauthorised use, equipment failure, human error, unforeseen circumstances such as a fire or flood, hacking attack, 'blagging' offences where information is obtained by deceiving the organisation who holds it. The form below can be used to report such breaches. **Any breach should be assessed to check if it needs to be reported to the Information Commissioners Office (ICO) using their self-assessment tool [UK GDPR data breach reporting \(DPA 2018\) | ICO](#)**

Example: Reportable theft or loss of an unencrypted laptop computer or other unencrypted portable electronic/digital media holding names, addresses, dates of birth and National Insurance Numbers of individuals. A manual paper-based filing system (or unencrypted digital media) holding the personal data relating to named individuals and their financial records etc. More information can be found using the below link:

[Personal data breaches: a guide | ICO](#)

Data Breach Reporting Procedure

If the outcome of using the self-assessment tool above is that the breach must be reported then the Parish Council shall notify the ICO of the personal data breach no later than 72 hours after the detection of the breach.

The following information will be required in order to complete the online report a breach form (it cannot be saved and returned to).

[Report a data breach online form | ICO](#)

- **Details of the breach** – a general overview of the breach, the date and time it happened and when you found out about it.
- **Details of staff members** – was a specific member of staff involved and what data protection training they has.
- **Details of the data and people affected** – how much data and how many people have been affected and the possible risk to individuals as a result of the breach.

- **Your efforts to contain the breach** – what preventative measures were in place beforehand, what actions have been taken to stop it happening again and what other organisations you have told or need to tell about the breach.

NOTE – Due to the Data (Use and Access) Act 2025 the ICO are currently reviewing their guidance.