

Checklist - Preparing for a personal data breach

- We know how to recognise a personal data breach.
- We understand that a personal data breach isn't only about loss or theft of personal data.
- We have prepared a response plan for addressing any personal data breaches that occur.
- We have allocated responsibility for managing breaches to a dedicated person or team.
- Our staff know how to escalate a security incident to the appropriate person or team in our organisation to determine whether a breach has occurred.

Responding to a personal data breach

- We have in place a process to assess the likely risk to individuals as a result of a breach.
- We know who is the relevant supervisory authority for our processing activities.
- We have a process to notify the JOIC of a breach within 72 hours of becoming aware of it, even if we do not have all the details yet.
- We know what information we must give the JOIC about a breach.
- We have a process to inform affected individuals about a breach when it is likely to result in a high risk to their rights and freedoms.
- We know we must inform affected individuals without undue delay. (Where appropriate)?
- We know what information about a breach we must provide to individuals, and that we should provide advice to help them protect themselves from its effects.
- We document all breaches, even if they don't all need to be reported.