



DATA BREACH PROCEDURE

The Parochial Church Council (PCC) of Holy Trinity Church, Cookham

If a data breach is identified, whoever identifies the breach will:

1. Notify the Diocesan Secretary, the Diocesan Registrar and, if advised by them the Information Commissioner within 72 hours of initial identification
2. Analyse severity and impact
3. Contact people whose data may have been accessed
4. Review policies, procedures and training
5. Report to PCC.

Approved by the PCC on 16 July 2018