



## **In House Procedure**

**St Peter's Medical Centre** Policy is to determine whether a breach needs to be reported to the ICO and if it does guidance to ensure the practice complies.

In the first instance any member of staff who feels there has been a breach should notify their line manager. They will complete a report and log on the data sheet. If they are in any doubt that it is a breach which should be reported they will forward directly to Deborah Harvey, Practice Manager & Liaison (DPO, Data Protection Officer). If they are sure it is a minor breach with no consequences, they should pass to the management team to review.

If the DPO agrees it needs to be reported, she will forward to the ICO.

We have also created a flow chart to simplify the process for staff. See Appendix 1

## **Notification of data security breaches to the Information Commissioner's Office (ICO) Data Protection Act**

The Data Protection Act 1998 (the DPA) is based around eight principles of 'good information handling'. These give people specific rights in relation to their personal information and place certain obligations on those organisations that are responsible for processing it.

An overview of the main provisions of the DPA can be found in The Guide to Data Protection at:

[http://www.ico.org.uk/for\\_organisations/data\\_protection/the\\_guide.aspx](http://www.ico.org.uk/for_organisations/data_protection/the_guide.aspx)



This guidance explains to organisations when and how to report a data security breach to the ICO, and what will happen next.

## Overview

1. Report serious breaches of the seventh principle
2. Consider:
  - Potential detriment to individuals
  - Volume of data affected
  - Sensitivity of data
3. Method of Reporting – How to report the breach to the ICO
4. What happens next

## **What the DPA says**

All data controllers have a responsibility under the DPA to ensure appropriate and proportionate security of the personal data they hold. The seventh principle of the DPA says that: 'Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.'

## **Reporting a breach**

Although there is no legal obligation on data controllers to report breaches of security which result in loss, release or corruption of personal data, the Information Commissioner believes serious breaches should be brought to the attention of his Office. The nature of the breach or loss can then be considered together with whether the data controller is properly meeting his responsibilities under the DPA.

'Serious breaches' are not defined. However, the following should assist data controllers in considering whether breaches should be reported:

## **The potential detriment to data subjects:**

The potential detriment to individuals is the overriding consideration in deciding whether a breach of data security should be reported to the ICO. Detriment includes emotional distress as well as both physical and financial damage.

Ways in which detriment can occur include:

- Exposure to identity theft through the release of non-public identifiers, eg passport number;
- Information about the private aspects of a person's life becoming known to others, eg financial circumstances.

The extent of detriment likely to occur is dependent on both the volume of personal data involved and the sensitivity of the data.

Where there is significant actual or potential detriment as a result of the breach, whether because of the volume of data, its sensitivity or a combination of the two, there should be a presumption to report.



## Date Breach Notification, Policy and Procedure

Where there is little risk that an individual would suffer significant detriment, for example because a stolen laptop is properly encrypted or the information that is the subject of the breach is publicly-available information, there is no need to report.

### The volume of personal data lost / released / corrupted:

There should be a presumption to report to the ICO where a large volume of personal data is concerned and there is a real risk of individuals suffering some harm. It is difficult to be precise about what constitutes a large volume of personal data. Every case must be considered on its own merits.

Example	Reportable	Not reportable
	Theft or loss of an <i>unencrypted</i> laptop computer or other <i>unencrypted</i> portable electronic/digital media holding names, addresses, dates of birth and National Insurance Numbers of 100 individuals	Theft or loss of a marketing list of 100 names and addresses (or other contact details) where there is no particular sensitivity of the product being marketed

However, it will be appropriate to report much lower volumes in some circumstances where the risk is particularly high, perhaps because of the circumstances of the loss or the extent of information about each individual. If the data controller is unsure whether or not to report, the presumption should be to report.

### The sensitivity of the data lost / released / corrupted:

There should be a presumption to report to the ICO where smaller amounts of personal data are involved, the release of which could cause a significant risk of individuals suffering substantial detriment, including substantial distress.

This is most likely to be the case where that data is *sensitive personal data* as defined in section 2 of the DPA. Even a single record could be the trigger if the information is particularly sensitive.

Example	Reportable	Not reportable
	A manual paper-based filing system (or <i>unencrypted</i> digital media) holding the personal data relating to 50 named individuals and their financial records	A similar system holding the trade union subscription records of the same number of individuals, where there are no special circumstances surrounding the loss

### Method of reporting

Serious breaches should be reported to the ICO using our DPA security breach helpline on **0303 123 1113** (open Monday to Friday, 9am to 5pm). Select option **3** to speak to staff who will record the breach and give you advice about what to do next.

If you would like to report in writing you can use our DPA security breach notification form, which should be sent to the email address [casework@ico.org.uk](mailto:casework@ico.org.uk) or by post to our office address *Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF*.

The security breach notification form can be found here:

[https://ico.org.uk/media/for-organisations/documents/2666/security\\_breach\\_notification\\_form.doc](https://ico.org.uk/media/for-organisations/documents/2666/security_breach_notification_form.doc)

Guidance on how to manage a data security breach can be found here:

<https://ico.org.uk/for-organisations/guidance-index/data-protection-and-privacy-and-electronic-communications>



## What happens when a breach is reported?

The nature and seriousness of the breach and the adequacy of any remedial action taken will be assessed and a course of action determined.

We may:

- Record the breach and take no further action, or
- Investigate the circumstances of the breach and any remedial action, which could lead to:
  - no further action;
  - a requirement on the data controller to undertake a course of action to prevent further breaches;
  - formal enforcement action turning such a requirement into a legal obligation; or
  - where there is evidence of a serious breach of the DPA, whether deliberate or negligent, the serving of a monetary penalty notice requiring the organisation to pay a monetary penalty of an amount determined by the Commissioner up to the value of £500,000.

More information on the circumstances in which the Commissioner will take regulatory action can be found here:

<https://ico.org.uk/about-the-ico/what-we-do/taking-action-data-protection/>

More information specifically on monetary penalties can be found here:

<https://ico.org.uk/media/for-organisations/documents/1043720/ico-guidance-on-monetary-penalties.pdf>

## Will a reported breach be made public?

We do not see it as our responsibility to publicise security breaches not already in the public domain or to inform any individuals affected. In so far as they arise, these are the responsibilities of the data controller.

However, the ICO may recommend that the data controller make a breach public where it is clearly in the interests of the individuals concerned or if there is a strong public interest argument to do so.

Where the Information Commissioner does take regulatory action, it is our policy to publicise such action, unless there are exceptional reasons not to do so. This policy on publication extends to any formal undertakings provided to the Commissioner by a data controller.

More information

This guidance will be reviewed and considered from time to time in line with new decisions of the Information Commissioner, Tribunals and courts.

It is a guide to our general recommended approach, although individual cases will always be decided on the basis of their particular circumstances.

If you need any more information about this or any other aspect of data protection, please Contact us: see our website [www.ico.org.uk](http://www.ico.org.uk)

Note also that there are specific requirements in the Privacy and Electronic Communications (EC Directive) Regulations 2003, as amended, for public electronic communications service providers to take appropriate technological and organisational measures to safeguard the security of their services.

From 26 May 2011, such service providers have an obligation to notify the Commissioner, and in some cases individuals themselves, of personal data security breaches. For more



information about the specific breach notification requirements for such service providers, see:

<https://ico.org.uk/for-organisations/guide-to-pecr/communications-networks-and-services/security-of-services/>



## GDPR BREACH REPORTING

### Appendix 1

Is it an actual breach or a near miss?

#### Actual Breach

When Breach Occurs, alert your Line Manager. Complete the ICO form and spread sheet and forward to your line Manager asap. We have 72 hrs to alert the ICO if it is necessary.

Line Manager to check the completed form and the register discuss the situation with the member of staff and when satisfied should forward to Deborah Harvey / Louse Hewitt

Deborah & Louise make a decision whether they feel any breach should be reported to the ICO.

#### Near Miss

We have created a register for near misses. This is to enable us to learn from them and make necessary changes to prevent a breach.

Both breach and near miss registers should be discussed at Significant Event meetings and Reception meetings so that we can share learning and look at future prevention.