



## **Data Breach Protocol for Staff Members, Contractors and Volunteers**

- As soon as any breach is discovered it shall be recorded in detail and the Data Protection Officer (DPO), Chair of the Board of Trustees and the Trustee responsible for GDPR be informed of the breach
- DPO to inform Information Commissioner's Office within 72 hours of when SNAPS became aware of the breach
- SNAPS to inform all parties affected by the breach
- DPO to lead on assessment of the breach in liaison with appropriate staff, keeping the Chair and Trustee GDPR lead informed of developments
- DPO, Chair of Trustees and the GDPR Trustee to agree on the corrective actions needed
- Effective communication of the outcomes to Board members, staff, contractors and volunteers
- Consideration of any practical training issues arising from the breach

### Notes

*The DPO is the Chief Executive of SNAPS*

Lucy Owen, May 2025