

## **DATA BREACH NOTIFICATION PROCEDURE**

Whilst we are committed to protecting the personal data of all individuals there will always be a risk of a data breach.

If there are occurrences of any of the following they must be notified immediately on discovery to the Data Protection Officer, National Association of Retired Police Officers, 38 Bond Street, Wakefield, WF1 2QP. Email [dpo@narpo.org](mailto:dpo@narpo.org). Phone number 01924 362166.

- Loss of any personal data.
- Destruction of any personal data other than when authorised by the Chief Executive due to the personal data being outside our retention policy.
- Unauthorised disclosure of personal data.
- Corruption of personal data.
- Unauthorised access to personal data.
- Unauthorised alteration of personal data.

On receipt of notification the following steps will be taken by the Data Protection Officer:

- The Chief Executive Officer and the National Executive Committee will be notified.
- Consideration will immediately be given to the extent of the breach and the risk to any individual will be assessed. A report will be written as to the findings.
- A decision will be taken as to what steps can be taken to mitigate the effects of the breach.
- If the breach is likely to result in a high risk of adversely affecting the data subject's rights and freedoms the data subject will be notified without delay. If it is decided not to notify the data subject a record will be made of the decision and the reasons for making the decision.
- Where deemed appropriate the Information Commissioner will be notified within 72 hours of becoming aware of the occurrence of the data breach. If it is decided not to make a report to the ICO a record will be made of the decision and the reasons for making the decision.