

# Shawbury Parish Council

## SECURITY BREACH POLICY

This document was reviewed and approved on 10<sup>th</sup> February 2026.

### Background

Shawbury Parish Council undertakes to comply with all aspects of GDPR. However, should a data breach occur (either through omission or deliberate action) the following actions will be taken:

### Actions to be taken

1. Immediately after identifying the breach the Data Protection Officer (the Clerk) must be contacted.
2. Further investigation is required to identify:
  - a. What has been breached
  - b. Who may be affected
  - c. How the breach occurred
3. The breach must be recorded
4. The DPO will report the breach to the Information Commissioner (ICO) within 72 hours, if the breach has sufficient risks.
5. The data subjects affected must be informed without undue delay. The notification must include:
  - a. The name and contact details of the DPO
  - b. The likely consequences of the data breach
  - c. All measures taken by the council to remedy the breach.

Adopted	March 2026
Review Frequency	Four-Yearly at Annual PC Meeting
Next Review due	May 2030