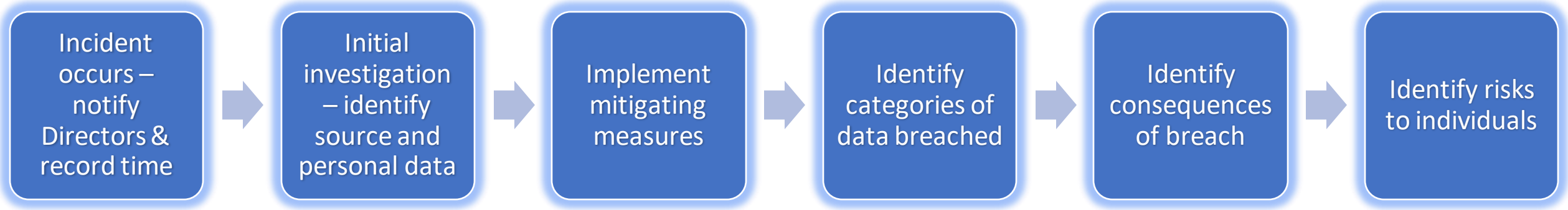
PERSONAL DATA BREACH REPORTING PROCEDURE TIMELINES



AS YOU CARRY OUT THE BREACH INVESTIGATION, ENSURE YOU UPDATE THE DATA BREACH LOG

0 hours **24 hours** **48 hours** **72 hours**

Breach discovered → Internal investigation → Notify authorities and data subjects

NOTES

- The ICO must be notified if the personal data breach is likely to affect the rights and freedoms of the data subject
- No communication to data subject(s) required if we have taken measures which ensure that the high risk to their rights and freedoms no longer likely to materialise
- If unsure about whether to report, use the ICO assessment here
- To report a breach please follow the instructions and use the form on the ICO website here