# Breach Management Flowchart

**Personal Data Breach occurs** → **Breach reported immediately to GDPR Lead and DPO. Breach form and log completed** → **Initial risk analysis - GDPR Lead and DPO**

**?** **Is the breach likely to result in a risk to people's rights and freedoms?**

**Yes** – then the breach should be reported by the DPO within 72 hours

**No** – the breach is not reportable

**✓ Agree breach action plan – depending on the scale and nature of the breach**

- **Consider contacting the Data Subject(s) – mandatory – if there is a high risk to the rights and freedoms of individuals**
- **Notify relevant Trustees**
- **Take action to recover the data, mitigate the loss, reduce the risks**

- **Do any other external agencies need to be informed? Police, social care?**
- **Begin any internal procedures, which may include disciplinary matters**

**Fulfil any communication and updating obligations or agreements with relevant parties, e.g. Data Subject (s) & ICO**

**Report outcomes** → **Identify operational needs** → **Implement strategies** → **Review impact of changes**

**Tarka Learning Partnership**

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