

Dunfermline Trondheim Twinning Association Data Protection Breach Policy

Every care is taken to protect the data held by the Dunfermline-Trondheim Twinning Association.

The objective of this policy is to contain any breaches, to minimise the risks associated with a breach and to consider what action is necessary to secure personal data and prevent any further breach.

A breach is an event or action which may compromise the confidentiality, integrity or availability of personal data, and has caused or has the potential to cause damage to data subjects.

Incidents include but are not restricted to:

- Loss or theft of personal data or the equipment on which the data is stored e.g. laptop, memory stick, smartphone, or paper record.
- Theft or failure of equipment on which personal data is stored
- Unauthorised use of or access to personal data
- Attempts to gain unauthorised access to personal data
- Unauthorised disclosure of personal data
- Website defacement
- Hacking attack

Any person using personal data on behalf of the Association is responsible for reporting data breach incidents immediately to the Convenor or Secretary.

The report should contain the following details:

- Date and time of discovery of breach.
- Details of person who discovered the breach.
- The nature of the personal data involved.
- How many data subjects' data is affected.

The Convenor or Secretary will first find out if the breach is still occurring. If so, appropriate steps will be taken immediately to minimise the effects of the breach. An assessment will be carried out to establish the severity of the breach and the nature of further investigation required. Advice from appropriate experts will be sought if necessary. A suitable course of action will be taken to ensure a resolution to the breach.