

## Data Breach Policy

The General Data Protection Regulation (GDPR) aims to protect the rights of individuals about whom data is obtained, stored, processed requires that organisations take appropriate security measure against unauthorised access, alteration, disclosure or destruction of personal data.

### What is a Data Breach?

A data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access to, personal data.

Examples of a data breach could include the following:

- Loss or theft of data or equipment on which data is stored, for example loss of a laptop or a paper file (this includes accidental loss)
- Inappropriate access controls allowing unauthorised use

### What is Welcome Skills procedure for a Data Breach Notification?

In the case of a data breach, Welcome Skills Data Protection Officer (DPO) shall communicate the Breach to Welcome Skills Management without undue delay. In the event of the breach being reported to Welcome Skills Management in the first instance, they shall ensure that this is reported to the DPO as soon as possible; ideally within 2 hours.

The DPO shall then communicate this beach without undue delay and, where feasible, not later than 72 hours after having become aware of if, notify the personal data breach to the supervisory authority.

### When Does Welcome Skills need to tell individual data subjects about a breach?

If a breach is likely to result in a high risk to the rights and freedoms of individuals, the GDPR says Welcome Skills must inform those concerned directly and without undue delay.

A 'high risk' means the threshold for informing individuals is higher than for notifying the ICO.

If the impact of the breach is more severe, the risk is higher; if the likelihood of the consequences is greater, then again the risk is higher. In such cases, Welcome Skills will need to promptly inform those affected, particularly if there is a need to mitigate an immediate risk of damage to them. One of the main reasons for informing individuals is to help them take steps to protect themselves from the effects of a breach.

Welcome Skills will ensure that we record all breaches, regardless of whether or not we need to be reported to the ICO.

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## Preventing Future Breaches

Once the data breach has been dealt with, Welcome Skills will consider its security processes with the aim of preventing further breaches. In order to do this Welcome Skills will:

- Establish what security measures were in place when the breach occurred.
- Assess whether technical or organisational measures can be implemented to prevent the breach happening again.
- Consider whether there is adequate staff awareness of security issues.
- Consider whether further audits or data protection steps need to be taken.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

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