BARDON MILL PARISH COUNCIL BREACH RESPONSE PLAN

Checklist of what to include in a security incident response policy.

A.   A data breach of any size is a crisis management situation, which could put an entire council at risk. Data security is not an IT issue, it is an organisational risk, and breach response should involve people from a number of roles across the council.

B.   Planning for a breach is therefore essential; every council should have in place a breach response plan, and should designate, in advance, a breach response team which can be convened at short notice to deal with the crisis.

C.   Understanding the issues that arise in a breach situation, and practising managing a breach, are essential to effective breach response. Failure to plan and practise increases the regulatory, litigation and reputation risk to the entire council.

The Breach Response Plan

- In the event of a breach the Clerk/RFO and Chair or Vice Chair should be notified immediately.
- Once the breach has been determined it will be reported as soon as possible to other members.
- Advice can be sought from NALC and ICO
- The clerk will be given designated responsibility to manage the breach in consultation with the chair and/or vice chair.

Approved 9th May 2018 Min Ref: 18/13.02.02

Mrs Susan Saunders, Scotchcoulthard, Haltwhistle, NE49 9NH

Email: bardonmillparishclerk@gmail.com