

## Data Breaches

Any Town Council staff member or Councillor who suspects that a personal data breach has occurred e.g. due to the theft or exposure of personal data must immediately notify the Information Commissioners Office (ICO) no more than 72 hours after becoming aware of it and provide a detailed description of what occurred. The ICO will then investigate the matter. Procedures are in place for Council staff and councillors to notify and record any data breaches.

ICO website address [www.ico.org.uk](http://www.ico.org.uk)

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

**Responsible Officer** Town Clerk

**Date effective** November 2023

**Review date** November 2024