

DATA PROTECTION RESPONSE PLAN FOR GIBSIDE COMMUNITY FARM

This plan is to be followed in the event of a suspected data breach which is the unauthorised disclosure, loss, alteration or destruction of personal data.

Step 1

If a data breach is suspected, or identified then a member must report it as soon as possible to the directors of GCF or any one of them.

Step 2

Upon receiving a report the directors will assess the situation based on the information provided.

All members are under a duty to provide all information and take such actions as are reasonably requested by or on behalf of the directors in order to address the data breach.

Whether there is a data breach or not the directors will make a record of the potential breach and the steps taken.

Step 3

The directors will assess the data breach and take such advice as they deem appropriate to address the situation. This may involve taking legal advice, using the help line of the Information Commissioner's Office (ICO) or taking advice from appropriately qualified third parties.

Step 4

If the data breach is considered to be serious then it must be reported to the ICO within 72 hours of becoming aware of the breach. A serious breach has a wide definition but, for example, will include a breach which if not remedied in an appropriate and timely manner may result in

- loss of control of personal data
- limitation of rights
- identity theft
- fraud
- discrimination
- damage to reputation
- loss of confidentiality
- other significant economic or social disadvantage.

In the event of a serious breach, the directors will take such steps as advised by the ICO and the professional advisors. This will include notifying the individuals affected by the breach.

Step 5

The directors will take all possible steps to mitigate the risk but in the event of a data breach, they will record the incident, report to members as appropriate and and review how to prevent such an event happening again..