



Empowering Young People

Data Protection Policy Amendment 19/09/2023

At a glance

- The UK GDPR introduces a duty on all organisations to report certain personal data breaches to the relevant supervisory authority. You must do this within 72 hours of becoming aware of the breach, where feasible.
- If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, you must also inform those individuals without undue delay.
- You should ensure you have robust breach detection, investigation and internal reporting procedures in place. This will facilitate decision-making about whether or not you need to notify the relevant supervisory authority or the affected individuals, or both.
- You must also keep a record of any personal data breaches, regardless of whether you are required to notify.

Data Breach Procedure:

- If you suspect someone or yourself have made a Data Breach in relation to HYP in the first instance contact our Manager/Deputy Manager.
- Once reported to your Manager/Deputy Manager they will report the Breach to your Data Protection Officer at ICT4.

Glyn Pascoe gpascoe@ict4.co.uk

- ICT4 will then analyse the Breach and report it to the ICO as necessary, and the breach will be dealt with in accordance with the law.
- This procedure must be followed within 72 hours of the breach being made.
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Examples of data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

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HYP HUMPHRY DAVY LANE, HAYLE, CORNWALL, TR27 4AR
info@teamhyp.co.uk 01736 755790 www.teamhyp.co.uk
Charity No: 1124306





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Statement of Understanding

Upon signing this document, you are confirming that you have read, understood, and agreed to comply with the policy procedures laid out in this document, along with any applicable laws. Rules and regulations relating to its subject matter.

Name	Position	Date	Signature

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