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**Data Breach Reporting Flowchart - rev 0**

**Breach / Suspected Data Breach**

Staff Member Aware

Advise Bridge Manager and DPO a.s.a.p.

Advise Individual(s) Affected Without Undue Delay

Bridge Manager

To:

Report to ICO in full

and

Advise DPO in full

The Bridge Manager logs this and details reasons for not reporting

The Bridge Manager logs this and details reasons for not reporting

No

No

Yes

Yes

Is the incident significant and likely to pose risk to an individual(s) or the TRBJB?

Is the incident very minor and unlikely to pose a risk?

i.e. Pseudonymised Data

Data Protection Breach Question/Answer Form to be sent to Bridge Manager and DPO

Data Protection Breach Question/Answer Form to be Completed by Reporting Staff Member and Line Manager

Report to Relevant Line Manager