

## Parish Data and Information Breach Procedure

**White Waltham PCC takes the responsibility of how we manage the data and information we hold seriously.**

The GDPR and the Data Protection Act 2018 require Data Controllers to notify any Personal Data Breach to the Information Commissioner's Office and, in certain instances, the Data Subject.

White Waltham PCC shall put in place procedures to deal with any suspected Personal Data Breach and notify Data Subjects or any applicable regulator where we are legally required to do so.

If you know or suspect that a Personal Data Breach has occurred, do not attempt to investigate the matter yourself. Immediately contact the PCC Secretary or, in the event that the PCC Secretary is involved in the data breach, the first Churchwarden. You should preserve all evidence relating to the potential Personal Data Breach.