



**MAYO.IE**

# Mayo County Council Breach Procedure

It is crucial that staff take all steps to avoid data breaches as they must be notified to the Data Protection Commissioner within 72 hours. Human error accounts for over 50% of data breaches and in particular, the poor use of e-mail. Data breaches must be reported to the Data Protection Officer as soon as possible. If you are in any doubt what constitutes a data breach, contact the Data Protection Officer at [dataprotection@mayococo.ie](mailto:dataprotection@mayococo.ie).

## What is a data breach?

A data breach is a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to personal data. The following are examples of data breaches:

- Loss or theft a laptop, mobile phone or USB key containing personal data (whether or not the device is encrypted).
- Sending a person's details to third party in error by any means of communication (e-mail, letter, fax).
- Sharing personal data with the wrong person.
- Accidentally disposing of files which contain personal data.
- Providing access to personal data to unauthorised persons.
- Unauthorised use of private photographs.
- Cyber-hack of Council IT systems which contain personal data.

## Procedure:

- If a staff member becomes aware of a data breach, either relating to themselves or a colleague, they must immediately notify the Data Protection Officer [dataprotection@mayococo.ie](mailto:dataprotection@mayococo.ie) by completing the form attached below.
- If a third party makes a complaint of a data breach to a staff member, the staff member should notify the Data Protection Officer who should obtain general details of the alleged data breach from the complainant (name, contact details, summary of the alleged breach).
- The Data Protection Officer shall notify the Data Protection Commission within 72 hours of a data breach occurring through the notification form provided by the Data Protection Commission.



**MAYO.IE**

# Mayo County Council Breach Procedure

## PERSONAL DATA BREACH REPORT FORM

If you discover a personal data breach, please notify your Line Manager and the DPO immediately. Please complete this form and return it to the Data Protection Officer at [dataprotection@mayococo.ie](mailto:dataprotection@mayococo.ie) (Claire Raftery) as soon as possible.

1	<b>Date(s) of Breach:</b>	
2	<b>Date Incident was discovered:</b>	
3	<b>Name of Person Reporting Incident:</b>	
4	<b>Contact Details of Person Reporting Incident:</b>	
5	<b>Brief Description of Personal Data Breach:</b>	
6	<b>Categories of people affected i.e. employee; tenants; members of the public</b>	
7	<b>Categories of Personal data involved in breach i.e. Rent account, medical details</b>	
8	<b>Number of Data Subjects affected – if known</b>	
9	<b>Brief Description of any action/measures taken to lessen the impact of the breach</b>	
10	<b>Brief Description of any changes made to procedures since breach was discovered</b>	
11	<b>Signed by:</b>	
12	<b>Date:</b>	

Email: [dataprotection@mayococo.ie](mailto:dataprotection@mayococo.ie)