Data Protection Act Breach Management Plan

Inform the local FoI practitioner and the Head of the Area of the Data Protection Act breach

Advise the local area of the actions required to repair the breach

Does the University Secretary need to be informed?

Ensure that the actions you have recommended above have been implemented

Investigate the circumstances of the breach, modify existing procedures to prevent a recurrence

Do we need to inform the Information Commissioner?

Publicise any learning outcomes to parties who may benefit, including all FoI practitioners

Does the breach require you to inform the people affected?

Decide whether to inform individuals by letter, email etc or whether to put up a web page (or all three)