

What is a Data Breach?

A personal data breach is caused by a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity, or availability of personal data. Examples of this can include:

An unauthorised person gaining access to your laptop, email account or NCG's computer network and systems

Loss or theft of hard copy notes, USB drives, computers or mobile devices

A bulk email using 'to' or 'cc', but where 'bcc' (blind carbon-copy) should have been used

A disgruntled employee copying a list of contacts for their personal use

Sending an email with personal data to the wrong person

A break-in at the office where personnel files are kept in unlocked storage

NCG have a legal obligation to investigate and report to the ICO on incidents of this nature, therefore if they occur, it is vital that they are reported to the NCG Data Protection Team via <u>DPO@ncgrp.co.uk</u>

The NCG Information Security Incident Reporting Policy can be found using the following link:

Information Security Incident Reporting Policy