ORGANISATIONS

PERSONAL DATA BREACH **CHECKLIST**

digital **TOOLKIT**

Guidance for Organisations

JOIC
JERSEY OFFICE OF THE INFORMATION COMMISSIONER

WWW.JERSEYOIC.ORG

Checklist - Preparing for a Personal Data Breach

- [ ] We know how to recognise a personal data breach;
- [ ] We understand that a personal data breach isn't only about loss or theft of personal data;
- [ ] We have prepared a response plan for addressing any personal data breached that occur;
- [ ] We have allocated responsibility for managing breaches to a dedicated person or team;
- [ ] Our staff know how to escalate a security incident to the appropriate person or team in our organisation to determine whether a breach has occured.

Responding to a personal data breach

- [ ] We have in place a process to assess the likely risk to individuals as a result of a breach;
- [ ] We have a process to notify **Jersey Office of the Information Commissioner** (the JOIC) of a breach within 72 hours of becoming aware of it, even if we do not have all the details yet;
- [ ] We know what information we must give the **JOIC about a breach**;
- [ ] We have a process to inform affected individuals about a breach when it is likely to result in a high risk to their rights and freedoms;
- [ ] We know where appropriate, we must inform affected individuals without undue delay;
- [ ] We know what information about a breach we must provide to individuals, and that we should provide advice to help them protect themselves from its effects;
- [ ] We **document all breaches**, even if they don't all need to be reported.

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