



### **Data Breach Policy**

Articles 33 and 34 of the General Data Protection Regulation 2016/679 state that reporting of breaches of personal data to the Data Protection Commission and to the affected data subjects are mandatory where the breach poses a high risk to data subjects.

Where reporting is required it must be done without delay and no later than 72 hours after having become aware of it.

This obligation should be reflected in appropriate contracts signed between data controllers and data processors also, so that a data processor processing on behalf of Gorey Community School will know to react immediately to any data breach that occurs through their processing, and report same to the Principal as soon as they become aware.

Any staff member who become aware of a data or a potential data breach are to report the breach to the Principal as soon as they become aware, who will then report to the Board of Management. The staff member reporting the breach will cooperate fully with the Principal in complying with the below steps and with any queries from the Data Protection Commission which may follow.

Where it is determined together by the Principal and the Board of Management that the breach should be reported, the Principal will notify the Data Protection Commission, on behalf of the Board of Management as data controller, as follows:

- a) Describe the nature of the breach, including the categories and approximate number of data subjects concerned, and the categories and approximate number of data records concerned;
- b) Provide the Data Protection Commission with their name and contact details should more information be required;
- c) Describe the likely consequences of the data breach; and

- d) Describe the measures taken, or proposed to be taken by the Board of Management/School to address the data breach, including, where appropriate, measures to mitigate its possible adverse effects.

Ratified by the BOM

**Date:**\_\_October 4<sup>th</sup>, 2021