

## DanceSyndrome Personal Data Breach Procedure

### 1. Scope

This procedure applies in the following events:

1. A personal data breach pursuant to Article 33 'Notification of a personal data breach to the supervisory authority', and
2. A personal data breach pursuant to Article 34 'Communication of a personal data breach to the data subject' of the GDPR.

### 2. Data controller and data processor

There is a distinction under the GDPR between a 'data controller' and a 'data processor'. This is because different organisations involved in processing personal data have varying degrees of responsibility. An organisation must choose whether it is a data controller or a data processor as regards a particular activity and cannot be both.

### 3. Responsibility

All users, including temporary employees of DanceSyndrome and third parties, and DanceSyndrome must be aware of this procedure and are required to follow it should a personal data breach incident occur.

### 4. Procedure – Breach Notification

#### *Data processor to data controller*

All personal data breaches by DanceSyndrome must be notified to the appropriate data controller immediately. The Data Protection Officer ("DPO") must record the communication of the breach in the Internal Personal Data Breach Register, stating how the notification was made (whether by email, telephone call etc.), to whom and how the confirmation of receipt was provided.

#### *Data controller to supervisory authority*

All personal data breaches by DanceSyndrome must be notified to the appropriate supervisory authority immediately.

DanceSyndrome is required to carry out an assessment in order to determine whether the personal data breach is likely cause a risk to the affected data subject's rights and freedoms under the GDPR.

#### **Office address:**

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and company limited by guarantee  
**Company No: 8402154**

If a risk is considered likely, DanceSyndrome is required to report the personal data breach to the supervisory authority immediately and in any event, no later than 72 hours after the risk assessment. If the notification is made outside of the 72 hour window, DanceSyndrome is required to provide reasons for the delay.

Pursuant to External Breach Notification Record, DanceSyndrome is required to provide the following to the supervisory authority:

- A description of the nature of the personal data breach;
- The categories of personal data that have been affected by the breach;
- The number, which may be approximated if necessary, of data subjects affected by the breach;
- The number, which may be approximated if necessary, of personal data records affected by the breach;
- The name and contact details of the DPO;
- The likely outcomes of the personal data breach;
- Any measures taken by DanceSyndrome to address and/or mitigate the breach; and
- All other information regarding the data breach.

The DPO must record the communication of the breach in the Internal Personal Data Breach Register, stating how the notification was made (whether by email, telephone call etc.), to whom and how the confirmation of receipt was provided.

#### ***Data controller to data subject***

If it is likely that there will be a high risk to the affected data subject's rights and freedoms under the GDPR, DanceSyndrome is required to provide immediate notification to the relevant data subjects.

The notification to the data subject must be made in clear and plain language and must include the following:

- A description of the nature of the personal data breach;
- The categories of personal data that have been affected by the breach;
- The number, which may be approximated if necessary, of data subjects affected by the breach;
- The number, which may be approximated if necessary, of personal data records affected by the breach;
- The name and contact details of the DPO;
- The likely outcomes of the personal data breach;
- Any measures taken by DanceSyndrome to address and/or mitigate the breach; and
- All other information regarding the data breach.

DanceSyndrome must use appropriate measures, such as encryption, to ensure that all personal data is secure and cannot be accessed by those without the requisite authority.

DanceSyndrome must also take subsequent measures to ensure that the risk to the rights and freedoms of the data subject are no longer an issue.

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If notification would require DanceSyndrome to implement a disproportionate amount of effort, a public communication or other similar measure may suffice, so long as all data subject are effectively informed.

It is possible that the supervisory authority may require DanceSyndrome to communicate the personal data breach to the data subject, should there be an element of high risk involved.

## 5. Document owner

The DPO is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document is available to all employees of DanceSyndrome on the policies section of our the website.

This policy document was approved by DanceSyndrome's Board of Trustees and is issued by the Chairperson on a version controlled basis.

Date of implementation: April 2018

Date of next review: November 2018



Signed: .....

**Sue Blackwell, Acting Chair – DanceSyndrome – 20.04.2018**

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