



DATA BREACH ASSESSMENT CHECKLIST

Re-adopted 13th May 2024 – Minute no 0194/24

Data breach assessment checklist

- 1: What is the nature of the breach?
 - Provide as much detail as possible, including what happened, for example loss of laptop containing personal data, e-mail containing personal data sent to wrong recipient.
- 2: How did the breach occur?
- 3: What type of data is involved, eg: address, tel no, mobile no, e-mail address etc?
- 4: How many individuals are affected?
- 5: Who are the individuals, eg: residents, visitors, allotment holders etc?
- 6: What has happened to the data?
 - Establish a timeline
 - When did the breach occur?
 - When was it discovered?
 - When was it contained?
- 7: To what extent has the data been spread, either in part or in whole, and to which recipients?
- 8: Was there any protection in place, eg: the data was encrypted, file was password protected?
- 9: What are the potential consequences for the Council?
- 10: Level of severity?
- 11: How likely is it likely to reoccur?
- 12: What could the data tell a third party about an individual?
 - What harm could this cause, eg: financial loss, emotional damage etc?
- 13: Does the information have a commercial value that could be exploited, perhaps as part of a criminal activity?