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Breach Reporting Policy

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# Breach Reporting Policy

## **C**ONTENTS

### CLAUSE

1.	Purpose	3
2.	Scope	3
3.	Target Audience	3
4.	Applicable Laws and Regulations	3
5.	Compliance with this Policy	3
6.	Definitions	4
7.	Breaches Procedures	4
8.	Overview	5
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#### **Breach Reporting Policy**

#### 1.0 Purpose

This Policy sets forth the principles and requirements that govern Breach Reporting

#### 2.0 Scope

This Policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, home employees, casual employees and agency staff, volunteers, interns, agents, sponsors or any other Associated Person with The University of Law ("ULaw")

#### 3.0 Target Audience

The target audience is represented by the groups below:

Full Time Employees
Contractors/Temporary Part-Time Employees
Third-Party/Agency Staff

#### 4.0 Applicable Laws and Regulations

This Policy is intended to be consistent with all applicable legal and regulatory requirements regarding their subject matter.

The following Laws and Regulations are applicablertoethsis repolicy:

Data Protection Act 2018

5.0 Compliance with this Policy is measured by the following departLaws

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# **Breach Reporting Policy**

6.0 Definitions

Definitions of significant terms used in this Policy are listed below:

Associated

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### **Breach Reporting Policy**

#### 8.0 Overview

The purpose of the Breach Reporting Policy is to ensure compliance with Regulatory requirements when there is a breach of internal policy and procedure, or suspected breach of UK, EU regulation or law within

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Breach Reporting Policy



Breach Reporting Policy

### Data Breach Incident Reporting Form

NAME OF PERSON REPORTING:	DATE OF BREACH OCCURRING: TIME:	DATE ON WHICH BREACH WAS DISCOVERED: TIME:				
DEPARTMENT:		IIIVIE				
CONTACT NUMBER:						
DETAILS OF THE DATA BREACH						

# Breach Reporting Policy

Were encryption
protections in place at the
time of the breach?