

## Data Breach Policy

ICS Electronics Ltd complies with the General Data Protection Regulation and follow good practice; we protect the rights of staff, customers and partners; are transparent about how data is stored and how individuals' data is processed and protect ourselves from the risks of a data breach through use of strengthened cyber security. For full details of our accordance to the General Data Protection Regulation please see our Privacy Policy.

When our company is required to hold and process information about clients, employees or suppliers, sufficient steps are taken to protect that information, as required under the General Data Protection Regulation. However, in the event of a data breach we have internal procedures in place to ensure any breach is dealt with as quickly and efficiently as possible.

This policy outlines those steps taken in the event of a data breach. ICS ensures that:

- data breaches are assessed for the likelihood and severity of risk to people's rights and freedom;
- any data breach considered high risk is reported to the ICO within 72 hours of becoming aware of the breach, where feasible;
- individuals are informed of any data breach considered high risk without undue delay;
- all data breaches are recorded, regardless of whether they need to be reported to the ICO or not;
- after any breach, an investigation is carried out to determine whether the breach was a result of human error or a systematic issue and how a recurrence can be prevented;
- consideration is taken into whether third parties need to be notified, such as police, insurers, professional bodies or bank and credit card companies to help reduce the risk of financial lose to individuals.

The policy is kept up to date and amended as required in accordance with the General Data Protection Regulation. This policy is reviewed and revised at regular intervals to assess its effectiveness in providing strengthened data protection to those people whom we hold personal data.



**Kevin Page**  
**Managing Director**  
**Date – 24<sup>th</sup> May 2018**