

Evolution Healthcare Systems

Breach Of Data Policy

A data breach is a confirmed incident which personally identifiable, sensitive or confidential data has been accessed or disclosed in an unauthorised fashion.

The purpose of this policy is to provide a process to report suspected theft regarding data, data breaches or exposures, including unauthorised access or use.

The breach management plan will assess:

1. Containment and recovery
2. Assessment of ongoing risk
3. Notification of breach
4. Evaluation and response

Any individual who suspects that a breach of data or theft has taken place must provide a description of the event that lead to the breach and report the theft to the directors of Evolution Healthcare Systems. The directors will investigate the incident and confirm if a breach has taken place.

If an incident has taken place the directors will determine if law enforcement should be contacted based on the details of the incident.

In the event that a breach has been identified Evolution Healthcare Systems directors will begin the process of removing access to that resource immediately. The subjects that are included within the data breach will be notified.

The Directors of Evolution Healthcare Systems will notify the ICO within 24 hours of the confirmation of the breach by filling in a form at <https://report.ico.org.uk/security-breach/>.

The notification must include:

- Company Name and contact details
- Date and time of the breach
- Dat and time the breach was discovered
- Basic Information about the type of breach
- Basic information about the type of data

Evolution Healthcare Systems directors will assess the possibility of another breach taking place and the necessary steps will be taken place to secure any data held.