

This document outlines NTU's
procedures for handling a data
breach

Data Breach Procedure

Governance and Legal Services

NOTTINGHAM 
TRENT UNIVERSITY



1. Introduction

A personal data breach is “a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, whether by accidental or deliberate causes”.

The General Data Protection Regulation (GDPR) introduces a duty on all organisations to report certain types of personal data breach to the relevant authority.

2. What is a Data Breach

Personal data breaches can include the following:

- access to personal data by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- hand-held devices / laptops containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

3. Practical examples of breaches I should report to the Data Protection Officer (DPO)

- I have lost a USB stick which I was using for my research project, which holds personal information
- My work laptop has been stolen (from work or elsewhere)
- I sent a data file to ‘Miss Jones’, but it was the wrong ‘Miss Jones’
- I sent a letter including someone’s bank details to an incorrect address
- I updated a student’s address and mobile number, but it was on the wrong profile
- I printed a document which contained personal data, left it on my desk and I cannot locate it.

Examples of personal and sensitive personal data:

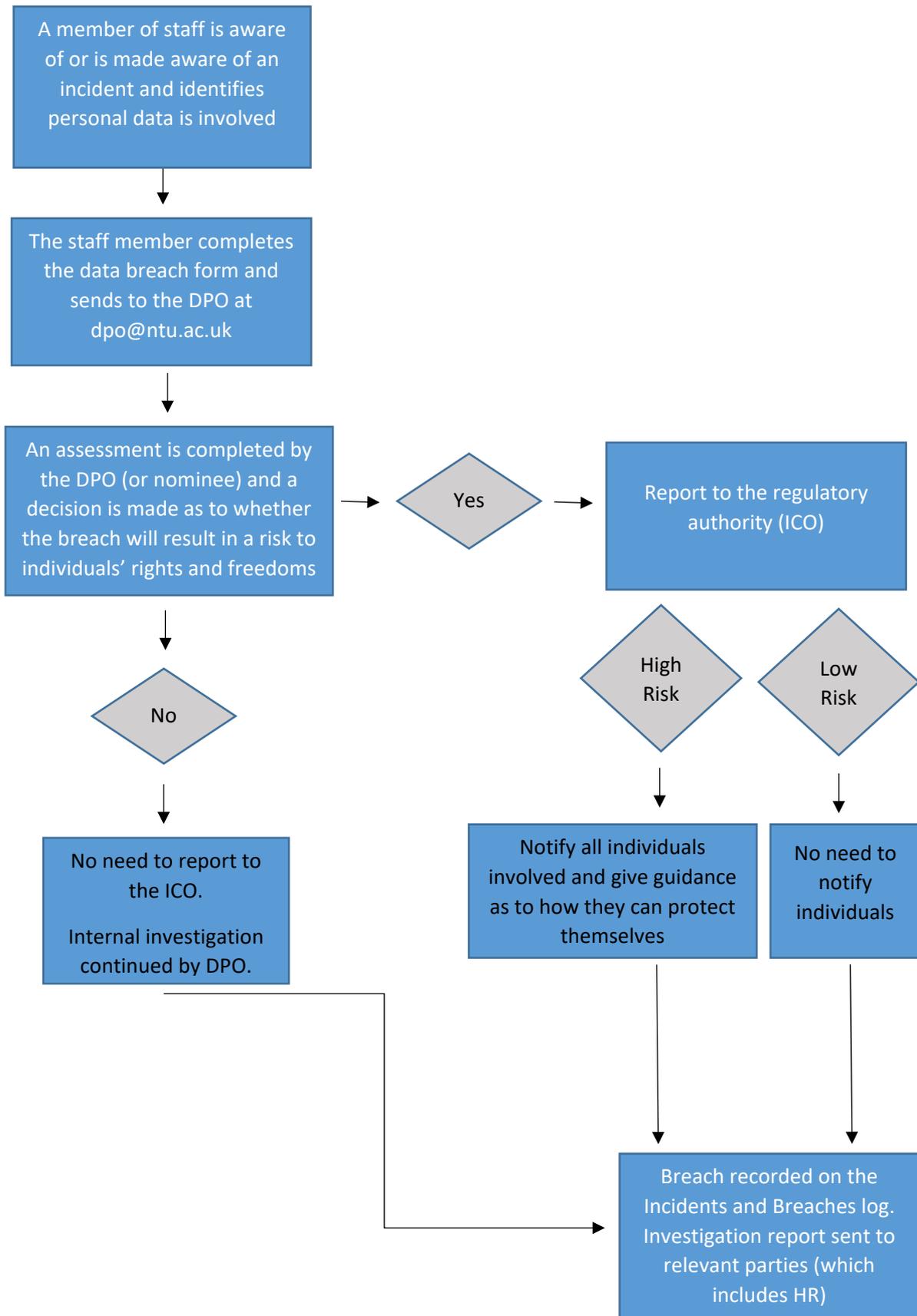
Personal Data	Sensitive Data
Full Name	Racial or ethnic origin of the data subject
Date of Birth	Political Opinions
Address	Religious beliefs or beliefs of a similar nature
Postcode	Whether the data subject is a trade union member
Telephone Numbers	Physical, mental health or condition
Email Address	Commission or alleged commission of any offence
Employee/Student ID Number	Any proceedings for any committed or alleged offence, including the disposal or sentence of any court in such proceedings
Driving Licence Number	
Passport Number/NI Number	
Bank Details	

4. Responsibility

It is the responsibility of everyone at NTU to ensure they keep personal data safe. In the event that you are aware of a security breach, you must act fast and ensure you follow the procedure below.

If you believe you may have encountered a data breach, **you must report** it using the form below and send this to the DPO at: DPO@ntu.ac.uk

Data Breach workflow



DATA BREACH - REPORTING FORM

In the box below, please describe in as much detail as you can, the nature of the personal data breach:

Please fill in the following details:

Your Name:	
Your Department:	
Date of Breach:	
Date of Reporting:	
Approximate number of individuals data concerned:	
Is there any sensitive personal data involved: If YES – please give full details	
Are there any subjects under the age of 18 If YES – approx. how many?	
Have you taken any action to rectify the issue at the time of reporting? If so what action?	

Please send your completed form to the DPO at the following email address:
DPO@ntu.ac.uk