



DATA BREACH MANAGEMENT ACTION PLAN GUIDELINES

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CONTENTS

1. Background	3
2. Aim	3
3. Definition	3
4. Scope	3
5. Responsibilities	4
6. Data classification	4
7. Data security breach reporting	5
8. Data breach management plan	5
9. Authority	5
10. Review	5
11. References	6
APPENDIX 1 - Incident Report Form	7
APPENDIX 2 - Evaluation of incident severity	8
APPENDIX 3 - Data breach checklists	9
Appendix 4 - Timeline of incident management	13

1. Background

Data security breaches can occur through human error or malicious intent. As technology changes the creation of data and information grows and the University therefore needs a robust and systematic process for responding to any reported data security breach so that it can act responsibly and protect its information assets as far as possible.

2. Aim

The purpose of action plan is to standardise responses to any reported data breach incident and ensure that they are appropriately managed.

In so doing it aims to ensure that incidents are:

- reported in a timely manner and can be properly investigated
- handled by appropriately authorised and skilled personnel
- recorded and documented
- properly understood, their impact assessed and action taken to prevent further damage
- reported to external bodies or data subjects as required
- dealt with in a timely manner and normal operations restored
- reviewed to identify improvements in policies and procedures.

3. Definition

A data security breach is considered to be any loss of, or unauthorised access to, University data.

Examples include:

- loss or theft of data or equipment on which data is stored
- unauthorised access to confidential or highly confidential University Data
- equipment failure
- human error
- unforeseen circumstances such as a fire or flood
- hacking attack
- data obtained by deceit

For the purposes of this action plan data security breaches include both confirmed and suspected incidents.

4. Scope

The action plan applies to all University information, regardless of format, and is applicable to all staff, students, visitors, contractors and data processors acting on behalf of the University. It is to be read in conjunction with the Data Protection Policy.

5. Responsibilities

5.1 Information users

All information users are responsible for reporting actual, suspected, threatened or potential information security incidents and for assisting with investigations as required, particularly if urgent action must be taken to prevent further damage.

5.2 Heads of department and line managers

Heads of departments and line managers are responsible for ensuring that staff in their area act in accordance with this guidance and assist with investigations as required.

5.3 Lead responsible officers

Lead responsible officers will be appointed to oversee the management of the breach in accordance with the Data Breach Management Action Plan.

5.4 Contact details

The primary contacts for data breaches are members of the SMT as following:

Student information and academic data-		Pro-Vice-Chancellor, Student Experience and Resources
Staff information and HR data	-	The Vice-Chancellor
Contractor / external suppliers data	-	Pro-Vice-Chancellor, Assurance

6. Data classification

Data security breaches will vary in impact and risk depending on the content and the quantity of the data involved, therefore it is important that the University is able to quickly identify the classification of the data and respond to all reported incidents in a timely and thorough manner.

All reported incidents will need to include the appropriate data classification in order for assessment of risk to be conducted. Data classification referred to in this policy means the following data categories.

6.1 Public data

Information intended for public use, or information which can be made public without any negative impact for the University.

6.2 Internal data

Information regarding the day-to-day business and academic operations of the University. Primarily for staff and student use, though some information may be useful to third parties who work with the University.

6.3 Confidential data

Information of a more sensitive nature for the business and academic operations of the University, representing the basic intellectual capital and knowledge. Access should be limited to only those people that need to know as part of their role within the University.

6.4 Highly confidential data

Information that, if released, will cause significant damage to the University's business activities or reputation, or would lead to breach of the Data Protection Act. Access to this information should be highly restricted.

7. Data security breach reporting

Confirmed or suspected data security breaches should be reported promptly to the appropriate member of SMT as outlined in 5.4 above. The report should include full and accurate details of the incident including who is reporting the incident and what classification of data is involved. Where possible the incident report form should be completed as part of the reporting process. See **Appendix 1**.

Once a data breach has been reported an initial assessment will be made to establish the severity of the breach and who the lead responsible officer should be. See **Appendix 2**.

All data security breaches will be centrally logged by the Principal's secretary to ensure appropriate oversight in the types and frequency of confirmed incidents for management and reporting purposes.

8. Data breach management plan

The management response to any reported data security breach will involve the following elements. See Appendix 2 for evaluation and contact list and Appendix 3 for suggested checklist.

- Containment and recovery
- Assessment of risks
- Consideration of further notification
- Evaluation and response

Each of these elements will need to be conducted in accordance with the checklist for Data Security Breaches (See Appendix 3). An activity log recording the timeline of the incident management should also be completed. (See Appendix 4).

9. Authority

Staff, students, contractors, consultants, visitors and guests who act in breach of this policy, or who do not act to implement it, may be subject to disciplinary procedures or other appropriate sanctions.

10. Review

The senior management team will monitor the effectiveness of this guidance and carry out reviews of all reported breaches.

11. References

Information Commissioner:

https://ico.org.uk/media/1562/guidance_on_data_security_breach_management.pdf

Appendix 1: Incident Report Form

Description of data breach:	
Time and date breach was identified and by whom:	
Who is reporting the breach: Name/Post/Department	
Contact details: Telephone/email	
Classification of data breached i. Public data ii. Internal data iii. Confidential data iv. Highly confidential data	
Volume of data involved:	
Confirmed or suspected breach?	
Is the breach contained or ongoing?	
If ongoing what actions are being taken to recover the data:	
Who has been informed of the breach?	
Any other relevant information:	

This form should be emailed to the Principals secretary - jenni.hearnshaw@leeds-art.ac.uk

Received Date/time:	
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Appendix 2: Evaluation of incident severity

The severity of the incident will be assessed by the member of SMT; based upon the following criteria:

High criticality: Major incident	Contact
<ul style="list-style-type: none"> • Highly confidential/confidential data • Personal data breach involves > 1000 individuals • External third party data involved • Significant or irreversible consequences • Likely media coverage • Immediate response required regardless of whether it is contained or not • Requires significant response beyond normal operating procedures 	<p><u>Lead Responsible Officer</u></p> <ul style="list-style-type: none"> • To be determined by the Senior Management Team. <p><u>Other relevant contacts</u></p> <ul style="list-style-type: none"> • Internal managers as required (Academic Registrar, Head of Computing, Head of Human Resources, Head of Finance) • Contact external parties as required i.e. police/ICO/individuals impacted
Moderate criticality: Serious incident	Contact
<ul style="list-style-type: none"> • Confidential data • Not contained within University • Breach involves personal data of more than 100 individuals • Significant inconvenience will be experienced by individuals impacted • Incident may not yet be contained • Incident does not require immediate response • Incident response may require notification to University's senior managers 	<p><u>Lead Responsible Officer</u></p> <ul style="list-style-type: none"> • To be determined by the Senior Management Team. <p><u>Other relevant contacts</u></p> <ul style="list-style-type: none"> • Internal managers as required (Academic Registrar, Head of Computing, Head of Human Resources, Head of Finance)
Low criticality: Minor incident	Contact
<ul style="list-style-type: none"> • Internal or confidential data • Small number of individuals involved • Risk to University low • Inconvenience may be suffered by individuals impacted • Loss of data is contained/encrypted • Incident can be responded to during working hours <p><u>Example</u> Email sent to wrong recipient Loss of encrypted mobile device</p>	<p><u>Lead Responsible Officer</u></p> <ul style="list-style-type: none"> • SMT will delegate to Heads of departments who may further delegate responsibility to another appropriate member of staff.

Appendix 3: Data breach checklists

- A. Containment and recovery
- B. Assessment of risks
- C. Consideration of further notification
- D. Evaluation and response

Step	Action	Notes
A	Containment and recovery	To contain any breach, to limit further damage as far as possible and to seek to recover any lost data
1	SMT member to ascertain the severity of the breach and determine if any personal data is involved.	See appendix 2
2	SMT member to identify Lead Responsible Officer for investigating breach and forward a copy of the data breach report.	To oversee full investigation and produce report. Ensure lead has appropriate resources including sufficient time and authority. If personal data has been breached also contact the Academic Registrar or Head of HR accordingly. In the event that the breach is severe, Pro-Vice-Chancellors will be contacted to lead the initial response.
3	Identify the cause of the breach and whether the breach has been contained. Ensure that any possibility of further data loss is removed or mitigated as far as possible.	Establish what steps can or need to be taken to contain the breach from further data loss. Contact all relevant departments who may be able to assist in this process. This may involve actions such as taking systems offline or restricting access to systems to a very small number of staff until more is known about the incident.
4	Determine whether anything can be done to recover any losses and limit any damage that may be caused.	E.g. physical recovery of data/equipment, or where data corrupted, through use of back-ups.
5	Where appropriate, the Lead Responsible Officer or nominee to inform the police.	E.g. stolen property, fraudulent activity, offence under Computer Misuse Act.
6	Ensure all key actions and decisions are logged and recorded on the timeline.	

DATA BREACH MANAGEMENT ACTION PLAN GUIDELINES

Step	Action	Notes
B	Assessment of risks	To identify and assess the ongoing risks that may be associated with the breach.
7	What type and volume of data is involved?	Data classification/volume of individual data etc.
8	How sensitive is the data?	Sensitive personal data? By virtue of definition within the Data Protection Act (e.g. health record) or sensitive because of what might happen if misused (banking details).
9	What has happened to the data?	E.g. if data has been stolen, it could be used for purposes which are harmful to the individuals to whom the data relate; if it has been damaged, this poses a different type of level of risk.
10	If the data was lost/stolen, were there any protections in place to prevent access/misuse?	E.g. encryption of data/device.
11	If the data was damaged/corrupted/lost, were there protections in place to mitigate the impact of the loss?	E.g. back-up tapes/copies.
12	How many individuals' personal data are affected by breach?	
13	Who are the individuals whose data has been compromised?	Students, applicants, staff, customers, clients or suppliers?
14	What could the data tell a third party about the individual? Could it be misused?	Consider this regardless of what has happened to the data. Sensitive data could mean very little to an opportunistic laptop thief while the loss of apparently trivial loss of information could help a determined fraudster build up a detailed picture of other people.
15	Is there actual/potential harm that could come to any individuals?	E.g. are there risks to: <ul style="list-style-type: none"> • Physical safety • Emotional wellbeing • Reputation • Finances • Identity (theft/fraud from release of non-public identifiers) • Or a combination of these and other private aspects of their life
16	Are there wider consequences to consider?	E.g. a risk to public health or loss of public confidence in an important service we provide?
17	Are there others who might advise on risks/courses of action?	E.g. if individual's bank details have been lost, consider contacting the banks themselves for advice on anything they can do to help you prevent fraudulent use.

DATA BREACH MANAGEMENT ACTION PLAN GUIDELINES

Step	Action	Notes
C	Consideration of further notification	Notification is to enable individuals who may have been affected to take steps to protect themselves or allow the regulatory bodies to perform their functions.
18	Are there any legal, contractual or regulatory requirements to notify?	E.g. terms of funding; contractual obligations
19	Can notification help the University meet its security obligations under the seventh data protection principle?	E.g. prevent any unauthorised access, use or damage to the information or loss of it.
20	Can notification help the individual?	Could individuals act on the information provided to mitigate risks (e.g. by changing a password or monitoring their account)?
21	If a large number of people are affected, or there are very serious consequences, inform the Information Commissioner's Office (through the University's Data Controller, the Pro-Vice-Chancellor, Student Experience and Resources)	Contact and liaise with the Pro-Vice-Chancellor, Student Experience and Resources
22	Consider the dangers of 'over notifying'.	Not every incident will warrant notification "and notifying a whole 2 million strong customer base of an issue affecting only 2000 customers may well cause disproportionate enquiries and work".
23	Consider whom to notify, what you will tell them and how you will communicate the message.	<ul style="list-style-type: none"> • There are a number of different ways to notify those affected so consider using the most appropriate one. Always bear in mind the security of the medium as well as the urgency of the situation. • Include a description of how and when the breach occurred and what data was involved. Include details of what has already been done to respond to the risk posed by the breach. • When notifying individuals give specific and clear advice on the steps they can take to protect themselves and also what the institution is willing to do to help them. • Provide a way in which they can contact us for further information or to ask questions about what has occurred (e.g. a contact name, helpline number or a web page).
24	Consult the ICO guidance on when and how to notify it about breaches.	Where there is little risk that individuals would suffer significant detriment, there is no need to report. There should be a presumption to report to the ICO where a large volume of personal data is concerned and there is a real risk of individuals suffering some harm. Cases must be considered on their own merits and there is no precise rule as to what constitutes a large volume of personal data. Guidance available from https://ico.org.uk/media/for-organisations/documents/1536/breach_reporting.pdf

DATA BREACH MANAGEMENT ACTION PLAN GUIDELINES

25	Consider, as necessary, the need to notify any third parties who can assist in helping or mitigating the impact on individuals.	E.g. police, insurers, professional bodies, funders, trade unions, website/system owners, bank/credit card companies.
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Step	Action	Notes
D	Evaluation and response	To evaluate the effectiveness of the University's response to the breach.
26	Establish where any present or future risks lie.	
27	Consider the data and contexts involved.	E.g. what data is held, its extent, sensitivity, where and how it is stored, how long it is kept.
28	Consider and identify any weak points in existing security measures and procedures	E.g. in relation to methods of storage and/or transmission, use of storage devices, levels of access, systems/network protections.
29	Consider and identify any weak points in levels of security awareness/training.	Fill any gaps through training or tailored advice.
30	Report on findings and implement recommendations.	Report to senior management team

