

DOWNES TRANSPORT LTD

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Breach Reporting Policy

May 2018

Breach reporting policy

How to deal with data breaches

- 1.1 We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach.
- 1.2 If the breach is material and likely to result in a risk to the rights and freedoms of individuals, then we must also notify the Information Commissioner's Office within 72 hours.
- 1.3 If you are aware of a data breach you must contact HR Department immediately and keep any evidence, you have in relation to the breach. If you have no access to emails at the time you are aware of the breach, please telephone the company officer named above and report the breach to them.
- 1.4 Please aim ensure that you do not "sit" on any breach that may have been committed, the sooner the Company is made aware of the breach the better so that we can comply with our breach reporting obligations.
- 1.5 We want to ensure that breaches do not take place, so please contact HR Department at any time if you have any questions or if you wish to discuss anything on a confidential basis.