

What to do if there is a data breach?



You think a data breach has occurred



Report the breach to SVC without delay and complete a Breach Notification Form



SVC will launch a thorough investigation and review all processes regarding data protection and make necessary changes, if required



SVC will notify the ICO without undue delay and within 72 hours. If we have not had time to conduct a full investigation we will provide the ICO with all the information we have within 72 hours, along with the reason for incomplete notification. Further information will be submitted once we know it.



If you have any concerns about SVC's data protection procedures in place please get in touch with SVC or directly with the ICO:

www.ico.org.uk/conerns

0303 123 1113