

# **METROPOLITAN PUBLIC GARDENS ASSOCIATION**

## **DATA BREACH PROTOCOL**

In the event of any personal data breach, the following protocol will apply:

1. The Metropolitan Public Gardens Association (the ‘Association’) will **notify the Information Commissioner’s Office** of such breach, where feasible within 72 hours. Such notification will:
  - (i) describe the nature of the personal data breach, including where possible the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
  - (ii) communicate the name and contact details of the contact point at the Association where more information can be obtained;
  - (iii) describe the likely consequences of the personal data breach; and
  - (iv) describe the measures taken or proposed to be taken by the Association to address the personal data breach including, where appropriate, measures to mitigate its possible adverse effects.
2. The Association will without undue delay **notify the data subjects concerned** of any breaches that result in a “high risk” for the rights and freedoms of individuals. Such notification will:
  - (i) describe the nature of the personal data breach;
  - (ii) communicate the name and contact details of the contact point at the Association where more information can be obtained;
  - (iii) describe the likely consequences of the personal data breach; and
  - (iv) describe the measures taken or proposed to be taken by the Association to address the personal data breach including, where appropriate, measures to mitigate its possible adverse effects.
3. The Association will keep a log recording the circumstances of any data protection incidents or breaches.