# GDPR - Reporting a Data Breach & Right to Be Informed

## GDPR - Reporting a Data Breach & Right to Be Informed

Last Updated: March 2025

#### 1. Introduction

A data breach is any incident that results in unauthorized access, loss, alteration, or destruction of personal data. Organizations must report significant breaches \*\*to the ICO within 72 hours\*\*.

## 2. Types of Data Breaches

- Unauthorized access to personal data
- Accidental deletion or modification of personal records
- Loss or theft of devices containing personal data
- Phishing or cyberattacks leading to exposure of data

## 3. Steps We Take When a Breach Occurs

- \*\*Risk Assessment\*\*: Evaluate impact and severity
- \*\*Report to ICO\*\* (if necessary) within \*\*72 hours\*\*
- \*\*Notify Affected Individuals\*\* (if high risk)
- \*\*Take Corrective Action\*\* to prevent future breaches

#### 4. Reporting a Breach

If you believe a data breach has occurred, contact:

- Email: dataprotectionofficer@viamed.co.uk
- Phone: +44 (0)1535 634542

5. Complaints and Escalation
Individuals can escalate concerns to the ICO if they believe their data has been mishandled.

Viamed Group of Companies

Committed to Data Security