



Data Breach Policy

Introduction

Aspire-Measured Solutions is committed to protecting the personal and sensitive data of its employees, customers, and stakeholders. This policy outlines the procedures to be followed in the event of a data breach to ensure a timely, effective, and compliant response.

Scope

This policy applies to all employees, contractors, and third parties who handle or have access to Aspire-Measured Solutions data. It covers all forms of data breaches, including unauthorised access, disclosure, destruction, or theft of data.

Definition of a Data Breach

A data breach is any incident resulting in unauthorised access, disclosure, alteration, or destruction of sensitive or personal data. Examples include:

- Loss or theft of devices containing sensitive information
- Hacking or cyberattacks
- Accidental sharing of personal data with unauthorised individuals

Reporting a Data Breach All suspected or confirmed data breaches must be reported immediately to the Designated Data Protection Officer. Reports should include:

- A description of the breach
- The type of data involved
- Date and time of the breach, if known
- Actions already taken

Response to a Data Breach Upon receiving a breach report, Aspire-Measured Solutions will follow these steps:

1. **Containment and Assessment:** Identify the scope of the breach and take immediate steps to contain it.
2. **Investigation:** Determine the cause, affected parties, and potential impact.
3. **Notification:** Notify affected individuals and relevant authorities (e.g., the Information Commissioner's Office in the UK) as required by law.



4. Mitigation: Take steps to prevent further breaches and minimise harm to affected individuals.
5. Notification Requirements If notification is legally required, the following details will be provided:
 - a. Description of the breach
 - b. Data affected
 - c. Steps taken to address the issue
 - d. Recommendations for affected individuals

Review and Improvement After resolving the breach, Aspire-Measured Solutions will review the incident to improve processes and reduce the risk of future breaches.

Compliance This policy aligns with applicable data protection regulations, such as the UK GDPR or other relevant legislation.

Policy Review This policy will be reviewed annually or in response to significant changes in data protection laws.

Contact Information For questions or concerns about this policy, please contact: Kelly-Marie Moody either by email info@aspiremeasuredsolutions.co.uk or telephone 07742436941.