



# Managing a personal data breach

## What steps should you take?

**Objective:** Using the scenarios below, assess the breach category, incident type, severity and risks to the rights and freedoms of individuals. Once understood, determine the suitable action(s) to take.

**Takeaway:** While every breach may be different, the steps followed in this activity will give you an idea of how to investigate and manage a personal data breach.

### Instructions

1. Lay the cards face up, grouping them by category (represented by the different colours).
2. Pick a **Scenario** from 1-6.
3. For that scenario, select one **Breach Category** that best represents the security criteria affected. Note this down in the answer table.
4. Then select a single card that best represents the **Data Incident Type**. Note this down in the answer table.
5. Next, determine whether the Sensitivity Factor is **High** or **Low** or both, select the card(s) that best represents your scenario (select multiple cards if required). Note this down in the answer table, along with the total score for each Sensitivity Factor.
6. Select which card represents the **Number of Individuals Impacted** in this scenario. Note this down in the answer table, along with the score.
7. Finally, select the **Risks to the rights and freedoms of individuals** cards that determine the level of risk to individuals in this scenario (select multiple cards if required). Note this down in the answer table, along with the score for each Risk.
8. Add up each score to obtain the total score. Use this as a guide to select the most appropriate **Decision** card to determine the action to take.
9. Each breach is different. Note down what further actions you will take and what other information you will need to gather to fully assess the scenario and note it down in the answer table.
10. Repeat for each **Scenario**.