



Data Breach Reporting Procedure

Important Notice

This guidance applies to: all DCU students and staff (and staff of DCU Campus Companies). It is crucial for all DCU staff and students to immediately report any potential or suspected data breach (as described below) to the Data Protection Officer by phone and email – contact details are set below.

1. WHAT IS A DATA BREACH?

A data breach is any unauthorised, unlawful or accidental disclosure, destruction, loss, alteration or access to personal data.

All potential or suspected data breaches must be notified to Data Protection Officer (“**DPO**”) who will determine whether it is a data breach. Examples of data breaches include but are not limited to the following:

- (a) loss of IT equipment (phone, tablet etc.) or a briefcase containing personal data;
- (b) an email being sent to an unintended recipient in error (in particular to external recipients);
- (c) unauthorised access to personal data due to a “hacker”; and
- (d) unforeseen circumstances such as fire or flood where personal data is not accessible either temporarily or permanently.

2. WHAT IS PERSONAL DATA?

Personal data is a broad concept and includes any information relating to an identifiable living individual. A person is considered to be identifiable if he/she can be identified directly or indirectly, for example by reference to an identifier such as a name, address, date of birth, telephone number, account number, any other reference number, job title, photo.

3. WHEN SHOULD I REPORT A SUSPECTED DATA BREACH?

Immediately. A suspected breach should be reported as soon possible after it is identified.

It is vital that all potential or suspected data breaches are immediately reported to the DPO as soon as they are identified. The DPO will ascertain whether the suspected data breach is in fact a data breach and what, if any, action must be taken. Prompt reporting of any suspected data breach to the DPO is crucial to ensure compliance with data protection law.



4. HOW DO I REPORT A DATA BREACH?

All suspected data breaches should be immediately reported to the DCU DPO (by both phone and email) at the following details:

Name	Martin Ward
Email	data.protection@dcu.ie
Phone	01 7005118 / 7008257

End.