

# Data Breach Protocol

## C.L.I.F.F



### CONTAIN

Recover lost items, change passwords and take any other necessary measures to ensure that whatever the breach was, it won't be getting any worse from this point on.



### LOG

You might end up not needing to report it, but start a log anyway, to record what happened, who is involved and what you're doing about it.



### INFORM

If the breach is likely to put any individual's rights and freedoms in danger, you have to notify the Data Protection Authority (DPA) asap, and at the latest within 72 hours of discovering the breach.



### FIND

It's time to find the route of the problem. This may be due to human error, or a systemic issue in the company.



### FIX

The final step is to do what you can to avoid future breaches. This may include advising people to use strong, unique passwords, or company training on potential risks.