Protocol Data Breach SFSA

1. **Preface**

In the event of a data breach, the personal data is exposed to loss or unlawful processing. This may involve a lost USB stick or a stolen laptop with personal data, but also a break-in in a data system or accidentally provided access to data to persons or institutions that should not have access to data. Sending an e-mail to an address file (CC instead of BCC) which displays all e-mail addresses visible to everyone is also a data breach.

If there is a serious data breach, then we are obliged to report this to the Dutch Data Protection Authority and sometimes to those involved.

In order to ensure that policy is unambiguous and to ensure that the right data breaches are reported to the Dutch Data Protection Authority, SFSA has opted for the reports to run centrally via the data breach reporting point.

2. **The SFSA data breach reporting centre**

The members of reporting point data breach SFSA are:
- Floor Huijgen (secretary and contact person)
- Anne Nollen (chair)

The reports can be submitted to:

secretaris@SFSA.nl

3. **The protocol**

3.1 Immediately after a member discovers or becomes aware that loss of unlawful processing of personal data within SFSA might have happened, they report this to the data breach reporting point.

3.2 The data breach reporting centre (in this case the board) decides whether there is a data breach and if this data breach must be reported to the Dutch Data Protection Authority and / or to those involved.