

How to
review a
Data Breach
Report

**Believe in
children**



Barnardo's

Your aim as Data Protection Manager is to oversee Data Breaches being reported related to your area of the business and determine next steps including escalation. You will be responsible for the following:

Reviewing the 'Report a Data Breach' Assessment

Engage and liaise with the reporter and their department to ensure the data breach is dealt with correctly, and lessons are learned.

Completing the 'Data Breach Outcome' Assessment

Escalate the data breach to Barnardo's Data Protection Officer if necessary

When a Data Breach is reported, you will receive two auto-mated emails. The first to say an incident has been been created, the second to say the assessment is ready to review. You can then navigate through the email link to review the Data Breach report by clicking the launch button.

To: OneTrust Test User1



Assessment 011221- Data Breach - Data Protection Office has changed stage and is currently in the Under Review stage.

You can access the full assessment by clicking below.

Launch 011221- Data Breach - Data Protection Office

[OneTrust] (011221- Data Breach - Data Protection Office): Action needed - Assessment Ready for Review



Your Assessment 011221- Data Breach - Data Protection Office has advanced to stage Under Review and is ready for your review.

Please click below to review the assessment, and mark the assessment complete once you've accepted the responses.

Launch 011221- Data Breach - Data Protection Office

This email was sent from Barnardo's.

Please ensure you read through and review the entirety of the data breach. To navigate you can use the arrows or the left-hand sidebar.

The screenshot displays the Barnardo's 'Report a Data Breach' tool interface. The top navigation bar includes the Barnardo's logo, a home icon, a grid icon, and a notification bell with a red '14' badge. The user's name 'Barnardos' is visible in the top right. The main header shows the incident ID '310122 - Data Breach - DP Office' and a status of 'Under Review'. The left sidebar lists various navigation options: 'INCIDENT RESPONSE', 'Dashboard', 'Incident Register', 'Databreachpedia', 'Templates', 'Setup' (with a dropdown arrow), 'Workflows & Rules', 'Incident Types', 'Web Forms', 'Attribute Manager', and 'Settings'. The 'Setup' dropdown is expanded, showing options like 'Basic Details About Incident', 'Tell us more', 'Taking Action', 'About ownership of data', 'Potential consequences of the breach', and 'Submit'. A red circle highlights the right arrow on the 'Basic Details About Incident' option. The main content area contains a welcome message and important information to note before completion of the form. A red circle highlights the right arrow in the bottom navigation bar, next to a 'Send Back' button and a 'Finish Review' button.

INCIDENT RESPONSE

310122 - Data Breach - DP Office Under Review

Report a Data Breach

Show All Questions

Welcome

Basic Details About Incident >

Tell us more >

Taking Action >

About ownership of data >

Potential consequences of the breach >

Submit >

Welcome to Barnardo's Report a Data Breach tool.

IMPORTANT INFORMATION TO NOTE BEFORE COMPLETION OF THIS FORM:

Please do not include any of the personal data involved in the breach when completing this form. For example, do not provide the names of data subjects affected by the breach. If we need this information, we will ask for it later.

It is important that we DON'T tell affected data subjects about the breach until after we have completed an investigation and established the facts.

Send Back

Finish Review

If you need to send this assessment back to the reporter because they have not added enough information, you can use the 'send back' button to do so. You will be able to add a message which will be emailed back to them with the assessment.

If sending back assessments, please do ensure that the person reporting the breach submits the assessment again once they have added more information. Once they have re-submitted and you have reviewed, you can follow the rest of the guidance.


The screenshot shows the Barnardos Incident Response system interface. The top navigation bar includes the Barnardos logo, a home icon, a grid icon, and user information for 'Barnardos'. The main header displays '310122 - Data Breach - DP Office' with a status of 'Under Review'. The left sidebar contains navigation options: Dashboard, Incident Register, Databreachpedia, Templates, Setup, Workflows & Rules, Incident Types, Web Forms, Attribute Manager, and Settings. The main content area shows a message: '6.1 Thank you, it is time to submit this breach report!' with instructions to report the breach as soon as possible. A 'Send Back' button is highlighted with a red circle at the bottom of the page.

Once you read through and reviewed the data breach report, you can finish your review by clicking 'Finish Review'.

The screenshot displays the Barnardos Incident Response interface. The top navigation bar includes the Barnardos logo, a home icon, a grid icon, and a user profile for 'Barnardos' with a notification badge showing '14'. Below the navigation bar, the breadcrumb trail reads '310122 - Data Breach - DP Office' with a status tag 'Under Review'. The left sidebar lists various menu items: Dashboard, Incident Register, Databreachpedia, Templates, Setup, Workflows & Rules, Incident Types, Web Forms, Attribute Manager, and Settings. The main content area shows a message from section 6.1: 'Thank you, it is time to submit this breach report!'. The message text states: 'Thank you for completing the 'report a breach' assessment form. It is important you report this data breach as soon as possible, so before exiting, please ensure you click the blue 'submit' button.' Below the message is a link icon with a '0' next to it. At the bottom of the interface, there are two buttons: 'Send Back' and 'Finish Review'. The 'Finish Review' button is highlighted with a red circle.

After clicking the 'finish review' button, you will need to change the assessment's status to 'Approved'. Click the 'select a result' bar which will show a drop-down list. Once 'Approved' is selected, click 'confirm'. You can add comments which will be emailed directly to the person who reported the data breach.

Complete Assessment ✕



Please select the result of the assessment to finish your review and complete this assessment.

*** Result**

Select a result ▾


Approved

Rejected

notification to assignees (respondents and approvers) and on the assessment details.

Cancel Confirm

Complete Assessment ✕



Please select the result of the assessment to finish your review and complete this assessment.


*** Result**

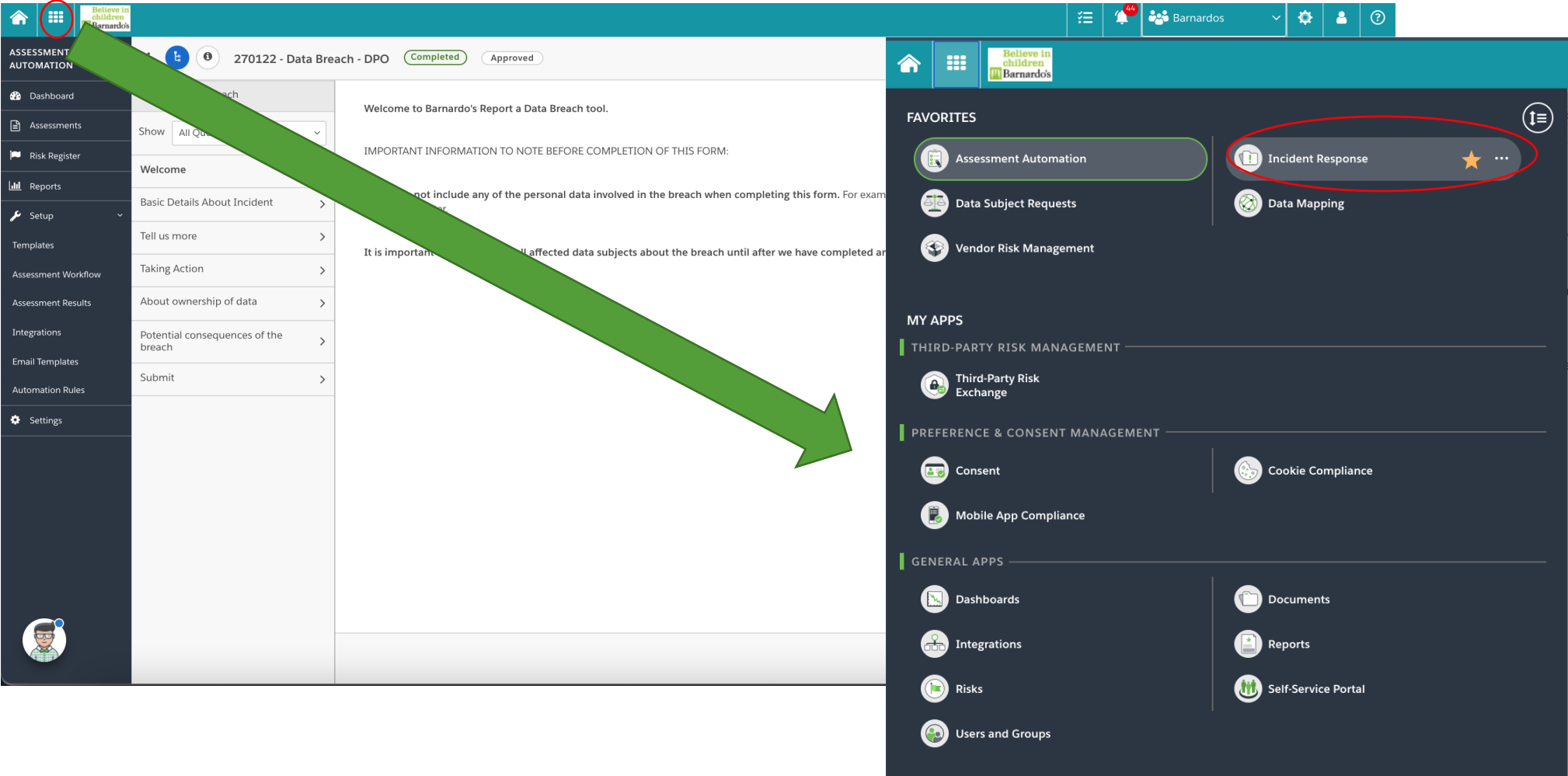
Approved ▾

Comments ⓘ

Include comments regarding your review. This will be included in a notification to assignees (respondents and approvers) and on the assessment details.

Cancel Confirm

To complete the next stage of your review, you will need to navigate to the 'Incident Response' module  in the left hand corner is the main OneTrust navigation tool. The module may be located further down your list, to add it to your favourites list, hover over the name and click the star.



To access the incident you are dealing with, click on the 'Incident Register' option in the left-hand sidebar.

The screenshot displays the Incident Response Dashboard interface. The left-hand sidebar contains the following menu items: Dashboard, Incident Register (highlighted with a red circle), Data Breachpedia, Templates, Setup, and Settings. The main content area shows a search bar with 'Data Breach and Incident Log' and a 'Show' button. Below the search bar, there are three charts:

- Workflow Stage:** A donut chart showing the distribution of incidents across four stages: Closed (3), Escalated to DPO (1), OPEN (4), and Reviewing Data Breach (1).
- Breach or Incident Type:** A horizontal bar chart showing the number of incidents for four types: Documents left on printer/desk (1), Incorrect internal email recipient (1), Unauthorised access to electronic d... (1), and Unknown (6).
- Data Subjects affected:** A partially visible bar chart at the bottom of the dashboard.

The top navigation bar includes the Barnardos logo, a home icon, a notification bell with '44', the user name 'Barnardos', and settings and help icons. The top right corner shows 'Last Sync: 01/31/2022 11:59 AM' and an 'Edit' button.

This is the incident register page, the incident you are reviewing will have the same 'incident number' as the name of the assessment the breach/incident was reported under e.g. 310122 – Data Breach – Data Protection Office. Hover over and click on the incident (highlighted in blue text) to open the incident details.

The screenshot displays the 'Incident Register' page. The table below lists the incidents:

Incident Number	Incident Type	Organization	Reporter	Stage	Workflow Name	Date Occurred	Date Discovered	Date Reported
310122 - Data Breach - Data Protection Office	Unknown	Barnardos		OPEN	Data Breach Reporting W...	01/28/2022 10:00 AM	01/31/2022 09:00 AM	01/31/2022 04:10 PM
270122 - Data Breach - ...	Incorrect internal email r...	Barnardos		Closed	Data Breach Reporting W...	01/26/2022 03:03 PM	01/27/2022 09:00 AM	01/27/2022 09:56 AM

You will now need to advance the stage of this Data Breach to 'Reviewing Data Breach'. To do this, on the 'Incident Details' page click on the stage called 'Reviewing Data Breach' or click the 'advance' button.

Save the Date for TrustWeek 2022. Sign up to be notified: <https://trustweek.onetrust.com/>

INCIDENT RESPONSE

Incident Details OPEN Change Workflow

Incident Register > 310122 - Data Breach - DP Office

Reviewing Data Breach

OPEN REVIEWING DATA BREACH ESCALATE TO DPO CLOSED Advance

Summary Details Assessments Tasks More ▾

Unknown

Deadline: ---- Description

Date Reported: 01/31/2022 06:02 PM JB Test

Guidance

In order to provide guidance, we need to know where the incident occurred.

In order to provide guidance, we need to know where the incident occurred.

Manage Jurisdiction

Open Tasks

No Records Found

Add Task

Attachments

On the right-hand side of the side of the page, click on 'View All Tasks' in the 'Open Tasks' tab.

The screenshot displays the 'Incident Details' page for a 'Data Breach - DP Office' incident. The interface includes a top navigation bar with the 'Believe in children Barnardos' logo and user information for 'Barnardos'. A left-hand sidebar lists various system components like 'Dashboard', 'Incident Register', and 'Settings'. The main content area shows a progress bar with stages: 'OPEN', 'REVIEWING DATA BREACH', 'ESCALATE TO DPO', and 'CLOSED'. Below this, there are tabs for 'Summary', 'Details', 'Assessments', 'Tasks', and 'More'. The 'Summary' tab is active, showing 'Unknown' status, a 'Date Reported' of '01/31/2022 06:02 PM', and a 'Description' of 'JB Test'. A 'Guidance' section contains a message: 'In order to provide guidance, we need to know where the incident occurred.' with a 'Manage Jurisdiction' button. On the right-hand side, there is a 'Open Tasks' section with a list of tasks: 'Launch and complete the 'Data Breach Review Checkli...', 'Review 'Report a Data Breach' Assessment', and a circled 'View All Tasks' link. Below the tasks is an 'Attachments' section with a 'No Records Found' message and an 'Add Files' button.

Double click the tick box circle next to the 'Review 'Report a Data Breach' Assessment' task to complete it.

The screenshot shows a web application interface for incident response. The top navigation bar includes a home icon, a grid icon, the logo 'Believe in children Barnardos', and user information 'Barnardos'. The main header displays 'Incident Details' for '310122 - Data Breach - DP Office' with a status badge 'Reviewing Data Breach...'. A progress bar shows stages: OPEN, REVIEWING DATA BREACH (active), ESCALATE TO DPO, and CLOSED. Below the progress bar are tabs for Summary, Details, Assessments, Tasks (selected), and More. The 'All Tasks' section contains a table with columns for Task Name, Assignee, Priority, and Deadline. Two tasks are listed: 'Launch and complete the 'Data Breach...' and 'Review 'Report a Data Breach' Assess...'. The second task's tick box is circled in red. A green arrow points from this tick box to a task detail panel on the right, which shows the same task with a green checkmark in its tick box. An 'Add Task' button is visible at the bottom of the task list.

Task Name	Assignee	Priority	Deadline
Launch and complete the 'Data Breach...	----	⏏	----
Review 'Report a Data Breach' Assess...	----	⏏	----

You will now need to complete the Data Breach Checklist Assessment. This assessment ensures we capture all the necessary information. First navigate to the 'Assessments' tab of the Incident Details.

The screenshot displays the 'Incident Details' page for incident 310122 - Data Breach - DP Office. The interface includes a top navigation bar with the 'Believe in children Barnardo's' logo, a notification bell with 14 alerts, and a user profile for 'Barnardos'. A left-hand sidebar lists various system components like 'Incident Register', 'Databreachpedia', and 'Setup'. The main content area shows a workflow progress bar with stages: OPEN, REVIEWING DATA BREACH (current), ESCALATE TO DPO, and CLOSED. Below this, the 'Assessments' tab is highlighted with a red circle. The 'All Tasks' section contains a table with two tasks: 'Launch and complete the 'Data Breach Review Checklist'' and 'Review 'Report a Data Breach' Assessment'. The right-hand sidebar shows 'Open Tasks' and 'Attachments' sections, both currently empty.

INCIDENT RESPONSE

Incident Details
Incident Register > 310122 - Data Breach - DP Office

Reviewing Data Breach...

Change Workflow

OPEN REVIEWING DATA BREACH ESCALATE TO DPO CLOSED Advance

Summary Details **Assessments** Tasks More

All Tasks Add Task

Task Name	Assignee	Priority	Deadline
Launch and complete the 'Data Breach Review Checklist'	----	⏏	----
Review 'Report a Data Breach' Assessment	----	⏏	----

+ Add Task

Open Tasks

Launch and complete the 'Data Breach Review Checklist'

View All Tasks

Attachments

No Records Found

Add Files

Select the button 'Launch Assessment', the 'Create Assessments' tab will then appear.

The image displays two screenshots of a web application interface for incident response. The top screenshot shows the 'Incident Details' page for incident 31-2021-12-08. The 'Assessments' tab is active, and the 'Launch Assessment' button is circled in red. A green arrow points from this button to the bottom screenshot. The bottom screenshot shows the 'Create Assessments' form, which includes fields for 'Assessment Name' (310122 - Data Breach - DP Office), 'Template' (Select Template), 'Deadline' (Choose a Date), 'Reminder' (Days before the Deadline), 'Approver' (Select an Assignee), and 'Respondent' (Select an Assignee). A 'Create & Send' button is visible at the bottom right of the form.

INCIDENT RESPONSE

Believe in children
Barnardos

Incident Register > 31 - 2021-12-08

ReviewDataBreac...

Change Workflow

OPEN REVIEW DATA BREAC... ESCALATE TO DPO CLOSED Advance

Summary Details Assessments Tasks More

Launch Assessment Link Assessment

Open Tasks

Launch and complete the 'Data Brea...

Assessment Organization Template Stage Level Risk Score

011221- Data Breach - Dat... Barnardos Report a Data Breach Completed

INCIDENT RESPONSE

Believe in children
Barnardos

Incident Details > Create Assessments

Assessment Name: 310122 - Data Breach - DP Office

Template: Select Template

Deadline: Choose a Date

Reminder: Days before the Deadline

Approver: Select an Assignee

Respondent: Select an Assignee

More Options

Cancel Create & Send

Click in the 'Assessment Name' textbox to change the name – please add '(outcome)' to the pre-filled assessment name.

e.g. 310122 – Data Breach – Data Protection Office (Outcome)

Create Assessments
Incident Details > Create Assessments

* Assessment Name
310122 - Data Breach - DP Office

* Template
Select Template

Deadline
Choose a Date

Reminder
Days before the Deadline

Approver
Select an Assignee

* Respondent
Select an Assignee

More Options ▶

Cancel Create & Send

Create Assessments
Incident Details > Create Assessments

* Assessment Name
310122 - Data Breach - DP Office (outcome)

* Template
Select Template

Deadline
Choose a Date

Reminder
Days before the Deadline

Approver
Select an Assignee

* Respondent
Select an Assignee

More Options ▶

Cancel Create & Send

Click the 'Template' textbox and select the template called 'Data Breach Review Checklist & Outcome'.

The screenshot shows the 'Create Assessments' interface. The top navigation bar includes the Barnardos logo and user information. The left sidebar lists navigation options under 'INCIDENT RESPONSE'. The main form area contains the following fields:

- Assessment Name:** 310122 - Data Breach - DP Office (outcome)
- Deadline:** Choose a Date
- Approver:** Select an Assignee
- Template:** Select Template

The 'Template' dropdown menu is open, displaying the following options:

- Data Breach Review Checklist & Outcome (circled in red)
- Report a Data Breach
- Processing Activity Assessment (non-Children's Services)
- Processing Activity Assessment (Children's Services)
- Data Protection Combined Assessment

At the bottom right of the form, there are 'Cancel' and 'Create & Send' buttons.

You will need to select yourself as the 'Respondent'. To do this click on 'Select An Assignee', click the option 'Assign to Me' when it appears in the 'Respondent' tab. Check that your name appears in blue. Then click 'Create & Send'.

The screenshot shows the 'Create Assessments' interface. The top navigation bar includes the Barnardos logo and user information. The left sidebar lists navigation options under 'INCIDENT RESPONSE'. The main form area contains the following fields:

- * Assessment Name:** 310122 - Data Breach - DP Office (outcome)
- * Template:** Data Breach Review Checklist & Outcome
- Deadline:** Choose a Date
- Reminder:** Days before the Deadline
- Approver:** Select an Assignee
- * Respondent:** Select an Assignee (dropdown menu open, showing 'OneTrust Test User1' selected)

At the bottom right of the form, there are two buttons: 'Cancel' and 'Create & Send'.

The outcome 'Data Breach Review Checklist' assessment will then appear.

The first question is pre-filled for you, if you would like to access previous information on the data breach or view the workflow you can do so using the 'view incident' button.

1.1

Please select the incident from the inventory



This question is linked to the incident 310122 - Data Breach - DP Office. This incident will be updated on approval of the assessment. [View Incident](#)

If the data subjects affected are not associated with your business area, please select 'no'.

This will alert the Data Protection Office, and they ensure the data breach is reassigned to the correct person. You will not need to complete the rest of this checklist assessment questions. Please go ahead and submit this assessment. No further action will need to be taken by you on this data breach.

1.2

*** Does the personal data subjects involved in this data breach relate to your area of the business?**

Please check question 2.12 of the 'Report a Data Breach' assessment if unsure.

Yes

No



Please read through the entire list of options, and select the type that best fits the data breach which occurred. This will help us with data breach analysis.

2.1 * From your review of the data breach, please select the type of data breach which occurred.

Blind copy not used	Correct document attached but contained data not to be shared
Cyber Incident	Data deleted prematurely
Data held on personal devices	Data on social media without consent
Data recorded/held unnecessarily	Data saved to wrong files/folder
Devices/documents/diary mislaid	Devices/documents/diary stolen
	Documents left/found in

You can now submit this Data Breach Checklist & Outcome Report.

3.1 **You have finished your review of this data breach!**

Please hit submit, and following the steps to close the data breach in the workflow.



You do not need to complete any questions in section 4 – this will be completed by the DPO after you have submitted the assessment if necessary.

4.1

The following section is to be completed by the DPO

If you selected that the data breach should be escalated to the DPO, the DPO will complete the following section. If you have not done so already, please submit this assessment.



4.2

Is this data breach reportable to the ICO?

Select all that apply:

No - this is not a reportable data breach to the ICO

Yes - this is a reportable data breach to the ICO



Ready to submit?

If you have left mandatory questions unanswered, the submit button will be greyed out:



If this is the case, please go back through to ensure you have not missed any questions.

Once all questions are completed, the 'submit' button will be blue and you can submit:



If the data subjects affected by the data breach does relate to your business area: Please check to ensure **all** answers have been answered.

What to do once you have submitted the 'Data Breach Checklist' Assessment

If you did escalate the data breach to the DPO:

- The DPO will be assigned as an approver for this assessment and will be able to fill in the DPO outcomes section/approve the assessment.
- You will need to mark as completed the "Launch and Complete the 'Data Breach Review Checklist & Outcome'" task (found in the tasks section of the incident)
- You will need to advance the data breach workflow stage to 'Escalate to DPO'.
- The DPO will then complete the final step of advancing the data breach to the 'closed' stage for you.

If you did not escalate the data breach to the DPO:

- This assessment will automatically be approved.
- You will need to mark as completed the "Launch and Complete the 'Data Breach Review Checklist & Outcome'" task (found in the tasks section of the incident)
- You will need advance the data breach workflow stage to 'closed':
 - You can do this by clicking the advance button twice, or by directly clicking on the 'closed' workflow stage.