



Data Breach Policy

Company Name: Ewi Specialist Ltd

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1. Purpose

This Data Breach Policy outlines the procedures to be followed in the event of a data breach involving personal data collected and processed by Ewi Specialist Ltd.

2. Definition of a Data Breach

A data breach is defined as a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to personal data.

3. Reporting a Data Breach

Any employee, contractor, or third party who becomes aware of a data breach must report it immediately to the designated Data Breach Response Team or the company's contact point.

4. Data Breach Response Team

The Data Breach Response Team, consisting of relevant personnel from IT, legal, and management, will assess the breach and take appropriate actions.

Signature

Sebastian Janik - Director

Sebastian Dziubanda – Director



5. Assessment of the Breach

The Data Breach Response Team will assess the nature, extent, and impact of the breach, including the types of data affected, the number of individuals impacted, and the potential consequences.

6. Notification of Data Breach

If the breach is likely to result in a risk to the rights and freedoms of individuals, the company will notify the relevant supervisory authority within 72 hours and inform affected individuals as soon as possible.

7. Containment and Recovery

The Data Breach Response Team will take steps to contain the breach, minimize its impact, and recover data where possible. This may include isolating affected systems, changing access codes, and restoring data from backups.

8. Review and Documentation

Following a data breach, a detailed report will be prepared, documenting the incident, actions taken, and measures to prevent future breaches. The incident will be reviewed to improve data protection measures.

9. Employee Training

All employees must receive training on this Data Breach Policy and understand their role in preventing and responding to data breaches.

10. Contact Information

For any questions or concerns about this Data Breach Policy, please contact us at info@ewispecialist.co.uk.

Signature

Sebastian Janik - Director
Sebastian Dziubanda – Director