

St Catherine's College

GDPR –Data Breach Procedures

All **information security** incidents must be reported in a timely fashion in order that they are dealt with effectively and efficiently. Incidents should be reported as follows:

- Phishing attacks/emails should be reported to support@stcatz.ox.ac.uk
- Report any incidents relating to hard copy only data to DPO@stcatz.ox.ac.uk and your line manager.
- Report all other suspected incidents to your line manager & the College IT Manager.
- If a data breach occurs out of hours or during a holiday period, and if there is a risk the data breach will increase if not addressed immediately, contact the College Lodge who hold emergency contact information.
- If in doubt – report it!

General phishing email targeting financial accounts	support@stcatz.ox.ac.uk
Phishing emails targeting University accounts	support@stcatz.ox.ac.uk computer.office@bnc.ox.ac.uk
You have may have responded to a phishing email	support@stcatz.ox.ac.uk
Loss or theft of mobile devices	support@stcatz.ox.ac.uk
Loss or theft of hard copy information	dpo@stcatz.ox.ac.uk and your line manager.
Sent an email exposing personal data to the wrong	dpo@stcatz.ox.ac.uk line manager.

- **Users** are responsible for reporting incidents as per the above requirements.
- **Line Managers** are responsible for ensuring staff are aware of these requirements and for escalating incidents as required in their section.
- **Local IT Support** are responsible for triaging incident reports; confirming incident status; reporting and escalating incidents to appropriate bodies.
- **College Officers** are responsible for ensuring Incidents are recorded and documented. Ensuring incidents are reviewed and subsequent improvements are made to policies and procedures.
- **The Data Protection Officer** is responsible for coordinating the response to, including the escalation of, any breaches of information security affecting personal data.