



Data Breach Checklist

Use the checkboxes below to ensure you have covered all aspects of the checklist

For PCCs (the Data Controllers)

1. ☐ Report the breach to the Information Commissioners Office as soon as possible – <https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach/report-a-data-breach-online-form/>
Watch a short video on how to report a breach [by clicking here](#)
2. ☐ Contact all people whose data may have been breached and help them to know how they can stay safe by going through the steps below:
 - a. ☐ Encourage them to sign up for free access to Experian (paid for the by the national church and details can be found below)
 - b. ☐ Share the name and contact details of any data protection officer you have, or other contact point where more information can be obtained (e.g. PSO, PCC Secretary or Incumbent)
 - c. ☐ Share with them the potential consequences of the personal data breach such as:
 - i. The possibility of receiving spam emails, unsolicited calls and cold calls
 - ii. Emotional and reputational harm
 - iii. Personal information being sold to 3rd party advertisers
 - iv. Potential for identity theft
 - d. ☐ The ICO also recommends that you advise individuals on the steps they can take to protect themselves, such as:
 - i. reset passwords;
 - ii. always use strong, unique passwords; and
 - iii. look out for phishing emails, unexpected phone calls or fraudulent activity on their accounts.



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For individuals whose data has been breached (the data subjects)

1. Be alert for any potential fraudulent activity and report to Action Fraud where necessary
Tel: 0300 123 2040, or visit www.actionfraud.police.uk
2. Be aware of how you can protect yourself:
 - a. Passwords: ensure these are strong (using a mixture of letters, numbers and symbols) and do not use the same password across multiple accounts
 - b. Stay alert to unexpected texts, phone calls, emails or letters that mention personal details about you
 - c. Never give personal information to unsolicited callers even if they seem to know personal details about you
 - d. Look out for any new accounts, credit searches, or applications in your name that you did not make
 - e. Inform your bank, building society and credit card company of any unusual transactions on your statement

3. Sign up for Experian cover

The Church of England has purchased 12 months access to a scheme called Experian Identity Plus, which offers credit and web monitoring to help protect victims from identity theft. Those affected by the breach through their church role are entitled to free access to the service. If you have been affected, [sign up by clicking here](#)

Please note: we have been made aware that Experian may not work for everyone in the Channel Islands. The national church is investigating this urgently.