



# Managing a personal data breach

## What steps should you take?

**Objective:** Using the scenarios below, assess the breach category, incident type, severity and risks to the rights and freedoms of individuals. Once understood, determine the suitable action(s) to take.

**Takeaway:** While every breach may be different, the steps followed in this activity will give you an idea of how to investigate and manage a personal data breach.

### Instructions

1. Read all the instructions first **BEFORE** you start playing.
2. Lay the cards **face up**, grouping them by **category** (represented by the different colours).
3. Pick a **Scenario** card from 1–6 and **read the supporting information** on the scenario sheet.
4. After reading the scenario information, **select 1 Breach Category** that best represents the security criteria affected. **Note this down** in the worksheet.
5. Then **select a single card** that best represents the **Data Incident Type** for this scenario. **Note this down** in the worksheet.
6. Next, determine whether the **Sensitivity Factor** is **High** or **Low** or both, **select** the card(s) that best represents your **scenario** (select multiple cards if required). **Note this down** in the worksheet, along with the **total score** for each **Sensitivity Factor**.
7. Select which card represents the **Number of Individuals Impacted** in this scenario. **Note this down** in the worksheet, along with the score.
8. Finally, **select** the **Risks to the rights and freedoms of individuals** cards that determine the level of risk to individuals in this scenario (select multiple cards if required). **Note this down** in the worksheet, along with the score for each Risk.
9. Add up each score to obtain the **total score**. Use this as a guide to **select** the most appropriate **Decision** card to determine the action to take.
10. Each breach is different. **Note down** what **further actions** you will take and what other information you will need to gather to fully assess the scenario and **note it down** in the final column of the worksheet.
11. **Repeat** for each **Scenario**.