



A **data breach** is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to data. Potential data incidents of the above nature should also be reported. Examples include, but not limited to:

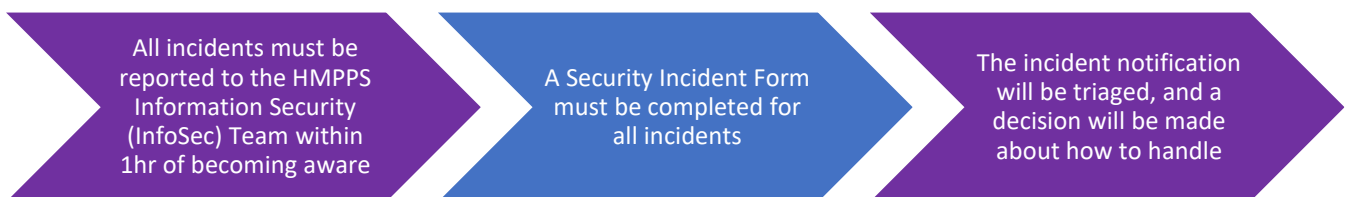


- Loss of a case file
- Sending mail to the wrong address
- Sending mail to the right address, but enclosing documents relating to another person, in error
- The inadvertent release of personal details in an email
- Theft or loss of a computer or other IT hardware containing personal data
- Overheard conversations



It is important to **report a data breach** as soon as you know about it.

It is the responsibility of anyone who discovers or identifies a personal data incident or breach to report it.



For further information and guidance on managing data incidents, please see our [Information Security Policy Framework](#) or contact us at informationmgmtsecurity@justice.gov.uk or 020 3334 0324



If you have any questions or need support in relation to a data, please get in touch with us at: incidentreporting@justice.gov.uk or 020 3334 0324 (24/7/365)