

# Data Breach Policy

Version	Approved by	Approval date	Effective date	Next review
	President and Vice-Chancellor	18 April 2018	18 April 2018	April 2021

## Policy Statement

Purpose	To outline the principles for responding to a breach of UNSW held data, including the steps that personnel must use to ensure that data breaches are identified, contained, investigated, and remedied.
Scope	This policy applies to academic staff, professional staff, students, contractors, consultants, or other agents of the University.

## Policy Provisions

### Introduction

This policy describes the principles for responding to a breach of UNSW held data including managing a breach and notification of persons whose privacy may be affected by the breach. Effective breach management assists UNSW in avoiding or reducing possible harm to both the affected individuals and UNSW and may prevent future breaches.

This policy also describes the principles relating to documentation, appropriate reporting internally and externally, and communication so that organisational learning occurs. It establishes responsibility and accountability for all steps in the process of addressing information security incidents that result in data breaches and describes clear roles and responsibilities with the aim of ensuring a comprehensive and well-managed privacy and information governance program.

Having a data breach response plan is part of establishing robust and effective privacy and information governance procedures, at UNSW this is included in the Data Breach Management Procedure. And having clear roles and responsibilities is the foundation to a comprehensive and well-managed privacy and information governance program. This *Data Breach Policy* assists with:

Meeting UNSW's obligations under the [Privacy Act 1988 \(Cth\)](#).

Protection of an important business asset — the personal information of UNSW's constituents, including but not limited to staff, students, alumni, research subjects — as well as UNSW's reputation.

Dealing with adverse media or stakeholder attention from a breach or suspected breach.

Restoring public confidence by responding to a breach systematically and effectively, with the aim of meeting UNSW obligations and protecting business and personal assets.

In addition to having robust and effective privacy and Information Governance procedures, a *Data Breach Management Procedure* has also been developed.

### Breach Definition

A data breach occurs when personal information held by





