

## Data Breach Management Procedure

Version	Approved by	Approval date	Effective date	Next full review
1.0	Vice-President, Finance and Operations	13 December 2018	13 December 2018	December 2021

### Procedure Statement

**Purpose**

This *Data Breach Management Procedure* sets out procedures and clear lines of authority for UNSW Sydney staff if UNSW experiences a data breach (or suspects that a data breach has occurred). It should be read in conjunction with the UNSW [Data Breach Policy](#).

**Scope**

This procedure applies to academic staff, professional staff, students, contractors, consult

Arch  
a Document

## 1.1. Initial Response

A staff member who has identified a suspected data breach should immediately notify their Faculty or Division Liaison person.

The notification must include information about the time and date the suspected breach was discovered, the type of information involved, the cause and extent of the breach, and the context of the affected information and the breach.

A list of Faculty or Divisional Liaison people is available here:

<https://www.datagovernance.unsw.edu.au/node/10>

Archived Document

Archived Document

Archiv

Archived Doc

Archi

Archived Doc