

Qwarie Data Breach Policy

Introduction

This policy sets out the procedures to be followed to ensure that a consistent and effective approach is in place to avoid a data breach that could compromise security.

Qwarie makes every effort to protect the confidentiality, integrity and availability of Personal Information of customers, employees and suppliers. We employ security measures consistent with best practice to protect against unauthorised access to personally identifiable information. For further information on our security plan, please revert to our Security Policy.

Definition

A data breach is an incident (confirmed or suspected) in which protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so. An incident in the context of this Policy is an event or action which may compromise the confidentiality, integrity or availability of systems or data relating to personal information, either accidentally or deliberately, and has caused or has the potential to cause damage to the Company's information, assets and/or reputation.

Types of Data Breach (confirmed or suspected)

An incident includes but is not limited to the following:

- theft of data or equipment on which such data is stored
- equipment failure
- unauthorised access to confidential information
- unauthorised disclosure of confidential information
- cyber attack (generally know as hacking attack)
- unforeseen circumstances such as a fire or a flood
- human error

Data Breach Management Plan

Qwarie has in place a breach management plan to follow should such an incident occur. There are five elements to our breach management plan:

1. Identification and Classification

In the event of a breach, an initial assessment would be made to establish the severity of the breach. Having such a procedure in place allows for early recognition of the breach so that it can be dealt with in the most appropriate manner.

Details of the breach would be recorded accurately, including the date and time the breach occurred, the date and time it was detected, who reported the breach, and a description of the breach.

2. Containment and Recovery

Should a breach occur, the personal data shall be recovered to mitigate against loss. The data breach shall be contained after identification and classification through immediate and effective action by our IT Department. For example, the following actions might be taken: shut down the system that was breached, block access from the unauthorised person, revoke or change the account privileges, stop the unauthorised practice and recover any records.

3. Assessment of Risk

Assessment of risk is be the responsibility of the data controller. In the event of a breach, we would not be assessing risk, but we would be transparent in the notification to the data controller.

4. Notification of the Data Controller

Data controllers shall be notified in case of breach. Notification shall include a description of how and when the breach occurred and the data involved.

5. Post Breach Evaluation and Response

Once an initial incident is contained, we would carry out a full review of the causes of the breach, the effectiveness of the response and what changes to systems, policies and procedures should be undertaken.

The purpose of this review is to ensure that the steps taken during the incident were appropriate and that a breach would not occur again.

All data security breaches would be logged on Qwarie servers to ensure appropriate oversight in the types and frequency of confirmed incidents for management and reporting purposes.

Policy Update

This policy will be reviewed and updated to ensure that any changes to Qwarie's security and data breach practices are properly reflected in the policy. If you wish to be notified of changes to this policy, please subscribe to our e-mail list.

References

To acquire the fuller extent of our compliance, please revert to the following documents:

- Qwarie Privacy Policy
- Qwarie Security Policy
- Qwarie Data Protection Compliance Statement
- Qwarie Modern Slavery Policy
- Qwarie Customer Consent to Data Processing

To read or download our compliance documents, please go to <https://www.qwarie.com/documents>