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

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

Archi