

24 June 2024

**Case Reference IC-309093-T3S9**

**Request**

You asked us:

*"I have 2 questions please:*

- 1) Do the ICO have a list of the areas and what constitutes best practice for each?*
- 2) Do the ICO have any guidance on the things you would expect to see in a report that a company may use to mitigate a potential breach?"*

We received your request on 24 May 2024.

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

## **Our response**

### **Published material**

We have data protection guidance published on our website. The guidance addresses various parts of information legislation that organisations need to comply with: <https://ico.org.uk/for-organisations/>

We have also published some material on our website to help organisations with personal data breaches. Please find the following links to our website:

[How to guide – breach report form \(ico.org.uk\)](#)

[72 hours - how to respond to a personal data breach | ICO](#)

[How to minimise the risk of personal data breaches happening | ICO](#)

[Understanding and assessing risk in personal data breaches | ICO](#)

[How to minimise the risk of personal data breaches happening | ICO](#)

[Common data protection mistakes \(and how to fix them\) | ICO](#)

[Learning from the mistakes of others – A retrospective review | ICO](#)

Please also find these previous FOI request responses published on our Disclosure Log if they are useful to you:

<https://ico.org.uk/about-the-ico/our-information/disclosure-log/ic-221954-z9d7/>

<https://ico.org.uk/about-the-ico/our-information/disclosure-log/ic-232323-s2l7/>

### **Internal material**

Our Personal Data Breach team also holds internal training materials to help staff handle their casework. Please find these **attached** materials. These are sections of presentations which are given to staff. Any out-of-scope information has been redacted.

## Next steps

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint](#) through our website.

## Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



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