

Date: 26 April 2024

IC-297350-G8J0

Request

You asked us:

"Internal guidance, policies, lines to take or other unpublished information about determining whether an incident is a personal data breach.

This does not include correspondence or internal discussions - I am only requesting documents made available to some or all of the ICO's staff. It should not include drafts or any information that is not currently used by ICO staff."

We received your request on 28 March 2024. We have handled your request under the Freedom of Information Act 2000 (the FOIA).

Our response

I can confirm we hold information in scope of your request and I have attached the relevant information.

The first document is a copy of our PDB assessment methodology, which defines our methodology for assessing personal data breaches internally.

The second document is a compilation of articles from our internal Knowledge Base which pertains to whether an incident is a personal data breach. I have placed a page break between each article.

You will note that one link has been noted as removed. I have removed this because I do not consider that the URL and the content it points to are not in scope of the request, and the link is an internal link which would only work for people logged onto ICO systems. Other links have been left intact as they point to resources you will have access to and may find interesting.

I hope you find the information useful.

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



Information Access Team
Strategic Planning and Transformation
Information Commissioner's Office, Wycliffe House, Water
Lane, Wilmslow, Cheshire SK9 5AF
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