



Mr Owen Wakefield

Business Support  
Resources Group  
Warwickshire County Council  
Shire Hall, Warwick, CV34 4RL  
**Telephone** 01926 413716  
**Email** inforights@warwickshire.gov.uk

**Please ask for** Jonathan Sheward

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**Our ref:** 8823160

**Your ref:**

**Date:** 28 March 2023

Dear Mr Wakefield,

### **Freedom of Information Act 2000**

Your request for information under the Freedom of Information Act 2000 has been considered by Warwickshire County Council.

You asked us:

***1. Please supply a proforma or a template copy of the form employees of Warwickshire County Council are required to fill out and complete when they first realise they have committed a data breach.***

Warwickshire County Council does not hold this information. The Council's procedure is for suspected breaches to be reported via telephone and therefore it does not have a proforma or template form that employees are required to fill in to report a breach.

***2. Please provide a copy of your policy relating to Data Breaches where it should contain when others such as HMCTS, ICO, Police should be contacted regarding a data breach and guidance on when this is likely to be necessary.***

Please see below.

***3. Please provide a copy of all documents that you hold containing any reference to the internal procedures the social worker would be expected to follow and may form part of her standard issued contract of employment or signed code of conduct.***

Please see below.

**4. In contrast to the above, please provide any material relating to Warwickshire County Council/its employees being the recipient of a data breach.**

Please find attached the following documents in relation to the Council's policy and guidance on data breaches:

*Data Breach and Information Security Incident Procedure - April 2022\_Redacted.pdf*

*Information handling & safe haven procedure - November 2018\_Redacted.pdf*

Social workers are expected to follow the attached procedures named above as all staff at Warwickshire County Council are.

Please note that information has been redacted where it includes internal third party contact details used by staff.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within 40 days of the date of receipt of the response to your original letter and should be addressed to:

Information Management  
Shire Hall  
Warwick  
CV34 4RL  
[inforights@warwickshire.gov.uk](mailto:inforights@warwickshire.gov.uk)

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

The Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Phone: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

I will now close your request as of this date.

Yours sincerely,

Zofia Gilroy  
Information Rights Officer

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