

WRITING AN INTERVENTION PLAN

When personal information is disclosed, it is crucial to react quickly and effectively to minimize negative consequences and protect people concerned. Here is a general response plan you can follow:

1. Assessment of the situation:

- Determine the nature and extent of personal disclosure information.
- Identify the individuals involved and the specific information disclosed.
- Assess potential risks to those involved, such as theft identity, fraud or invasion of privacy.

2. Data isolation and security:

- Identify sources of disclosure and take steps to prevent any other disclosure.
- If the disclosure occurred online, promptly remove the information disclosed from the relevant websites or platforms.

3. Internal communication:

- Immediately inform your team members or your department responsible for data protection.
- Gather relevant details about the disclosure, including circumstances, people involved and information disclosed.

4. Notification of data subjects:

- Depending on applicable laws and regulations, determine whether disclosure requires notification to those affected.
- Prepare a clear and concise communication, explaining the disclosure, the measures taken to remedy this and the actions recommended to people concerned to protect themselves

5. External communication:

- If necessary, inform the relevant data protection authorities, such as the data protection authority in your country.
- If applicable, inform third parties who could be affected by the disclosure (for example, service providers or commercial partners).

6. Assessment and prevention:

- Do a thorough disclosure analysis to understand how it has occurred and identify the measures taking to avoid further disclosures.
- Strengthen security measures, staff training and internal procedures to reduce the risks of future disclosure.

7. Monitoring and assistance:

- Provide assistance to those affected, such as resources to help them deal with the potential consequences of disclosure.
- Make sure you stay in touch with those involved to answer their questions and concerns.

It is important to note that personal information for each disclosure situation may be unique, and the specific actions to take will depend on the nature of the disclosure, local laws and your organization's policies. Consult the experts in data protection and privacy law can also be beneficial to ensure you follow best practices in your jurisdiction.