

# **GSTM DATA PROTECTION BREACH POLICY**

*(Last updated: 31 October 2023)*

## **1. Introduction**

At GSTM, we are dedicated to safeguarding personal data and maintaining the standards of data protection as required by the Singapore Personal Data Protection Act (PDPA). Our Data Protection Breach Policy outlines the procedures for detecting, reporting, and managing data protection breaches.

The Data Protection Breach Policy at GSTM School ensures the prompt and compliant response to data protection breaches, minimising potential harm and maintaining compliance with the Singapore PDPA.

## **2. Objective**

The objective of this policy is to:

- Define procedures for the identification and reporting of data protection breaches.
- Ensure a prompt and appropriate response to data protection breaches to mitigate potential harm.
- Maintain compliance with the PDPA by adhering to regulatory requirements for breach notification.

## **3. Policy Guidelines**

### **3.1. Definition of a Data Protection Breach:**

A data protection breach is defined as the unauthorized or accidental access, disclosure, alteration, or destruction of personal data.

### **3.2. Detection and Reporting:**

Any staff member who suspects or becomes aware of a data protection breach is responsible for reporting it to our Data Protection Officer (DPO) immediately.

### **3.3. Investigation and Assessment:**

The DPO, in coordination with relevant staff members, will conduct a thorough investigation to assess the scope and severity of the breach.

### **3.4. Notification:**

If a data protection breach is confirmed to pose a risk to the affected individuals, we will notify both the individuals affected and the Personal Data Protection Commission (PDPC) in compliance with the PDPA.

### **3.5. Documentation:**

All data protection breaches, investigations, and actions taken will be documented and retained for compliance and accountability purposes.

## **4. Data Protection Officer (DPO)**

Our designated Data Protection Officer is responsible for overseeing and managing data protection breaches, ensuring compliance with the PDPA, and coordinating the notification process.

## **5. Training and Awareness**

All staff members will receive training and guidance on the detection and reporting of data protection breaches in compliance with the PDPA. Regular reminders and awareness campaigns will be conducted to reinforce the importance of this policy.

## **6. Review**

This Data Protection Breach Policy will be periodically reviewed and updated to align with changing operational needs and evolving data protection requirements by Management at least once a year for continual improvement.