



The Children's Panel – life changing.

Keeping Information Safe - Reporting information security incidents

SUMMARY GUIDANCE FOR PANEL AND AST MEMBERS, CLERKS AND BOARD MEMBERS

Version	Date	Owner	Summary of Changes
V 3.1	24/05/2018	CEO	

Approvals	CEO – 24/05/2018
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CHS' *Managing Information Security Incidents Procedure* sets out what we need to do in the event of an information breach incident. The purpose of the procedure is to ensure that all incidents are reported in a timely manner to allow the incident, suspected incident, weakness or vulnerability to be risk assessed and swift remedial action to be taken. This summary guidance outlines the key points of the procedure that panel and AST members, Clerks and Board members should be aware of.

When should I report an information security incident?

If you know or suspect that an information security incident has occurred, or you are aware of weaknesses or vulnerabilities in processes and systems which could lead to an information security incident, you must report this to the CHS National Team as soon as possible. If you are unable to contact CHS, please inform your Area Convener or Clerk.

Approved by 24 May 2018
Reviewed by May 2020

What information do I need to provide when I report an incident?

1. the nature of the incident/suspected incident/weakness or vulnerability
2. the information/systems that are involved and
3. who is involved (for example users of the information/who the information is about)

What will CHS do?

Please refer to CHS' *Managing Information Security Incidents Procedure* for details about what CHS will do in the event of an incident. If the incident involves a breach of the General Data Protection Regulation , it may be necessary for CHS to suspend a panel or AST member, pending a full investigation. Panel and AST members involved in information security incidents are expected to fully cooperate in any investigation. In more serious cases, it will be necessary to inform the Information Commissioner’s Office who may carry out an external investigation into the incident.