

GLA Data Breach Assessment Grid

Data Breach Reference:	
Data Breach type (dropdown list):	
Breach Category	

The SIRI scale (Serious Incident Requiring Investigation) is being used to categorise data breaches. The IG SIRI category is determined by the context, scale and sensitivity. This event is categorised as

0. Near miss/non-event

1. Confirmed breach but no need to report to ICO.
2. Confirmed breach that must be reported to ICO.
3. Assess if data-subjects need to be informed

Where an IG SIRI has found not to have occurred or severity is reduced due to fortunate events which “near miss” to enable lessons learned activities to take place and appropriate recording of the event.

Triage Step: Establish whether SIRI stepped assessment is required or categorised as a near miss.

Triage Assessment

-11	Was the information shared / activity undertaken in accordance with a legal framework, the data subject, or under the requirements of safeguarding the data subject; ensuring disclosure within this parameter was not excessive.
0	The information/activity did not qualify for (a).

Only continue if Triage Assessment outcome instructs you to do so.

Step 1: Detail the scale of the incident. If this is not known it will be necessary to estimate.

Baseline Scale

0	Information about less than 11 individuals
1	Information about 11-50 individuals
1	Information about 51-100 individuals
2	Information about 101-300 individuals
2	Information about 301 – 500 individuals
2	Information about 501 – 1,000 individuals
3	Information about 1,001 – 5,000 individuals
3	Information about 5,001 – 10,000 individuals
3	Information about 10,001 – 100,000 individuals
3	Information about 100,001 + individuals

Step 2: Identify which sensitivity characteristics may apply.

Sensitivity Factor baseline scale (see *Sensitivity Factor Guide* sheet)

Low: For each of the following factors reduce the baseline score by 1

-1 for each	(A) No sensitive personal data (as defined by the Data Protection Act 1998) at risk no duty of confidence is owed
	(B) Information readily accessible or already in the public domain or would be made available by access to information legislation e.g. Freedom of Information Act 2000
	(C) Information unlikely to identify individual(s)

High: For each of the following factors increase the baseline score by 1
For examples, please see Sensitivity Factor Guide

1 for each	(D) Detailed information at risk
	(E) High risk confidential information
	(F) One or more previous incidents of a similar type in the past 12 months
	(G) Failure to implement, enforce or follow appropriate organisational or technical safeguards for sensitive information
	(H) Likely to attract media interest and/or a complaint has been made directly to the Information Commissioner, the public, another organisation or an individual
	(I) Individuals affected are likely to suffer substantial damage or distress, including significant financial loss, embarrassment or detriment

Accidental / Unauthorised	
GLA Directorate	

level:

Final Score	0
IG SIRI Category	0

h were not part of pre-planned controls this should be recorded as a

ar miss/non-event.

	Selection	Score
ork, the consent of g that any		0
		0
Total:		0

e the maximum potential scale point.

	Selection	Score
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
Total:		0

Exact number (if known)

--

	Selection	Score		Rationale
or data to which a		0	D,E	
available under		0	D,E,I	
		0	I	
	Total:	0		
	Selection	Score		Rationale
		0	A,B	
		0	A,B	
		0		
guards to protect		0		
CO by a member of		0		
nificant		0	B,C	
	Total:	0		



