

Survival Guide: NOTIFIABLE DATA BREACHES SCHEME

22nd February 2018

Don't be the precedent. We've got your back with these initial steps to ensure you've got the basics covered when it comes to complying with the new regulations.

- 1.** Appoint a Data Protection Officer and response team.
- 2.** Review current processes, policies and procedures regarding the identification, management, notification and rectification of data breaches.
- 3.** Review current privacy and information security processes and documented procedures to meet current information security obligations including data transmission processes.
- 4.** Review current privacy, security and cyber-security provisions in contracts with key stakeholders including outsourced service providers, business partners.
- 5.** Review and hopefully update your Data Breach Response Plan to incorporate the requirements of the new NDB scheme including the assessment of an 'eligible data breach' for "likely risk of serious harm" and a process to decide whether or not notification to the impacted individuals and/or the OAIC is required.
- 6.** Review and updating where relevant, existing customer materials referring to privacy and security controls.
- 7.** Keep updated on publications from the OAIC regarding the NDB scheme and attend relevant industry conferences to obtain intelligence and keep up to date with how your particular industry is responding to the new obligations.
- 8.** Roll out specific training to staff on the new obligations.

For more information on the scheme, we suggest paying a visit to the Office of the Australian Information Commissioner webpage [here](#).