

West Bedlington Town Council

Bedlington Community Centre
Front Street West
Bedlington
Northumberland
NE22 5TT



Data subject name and address

[Date]

Dear

West Bedlington Town Council as an organisation takes all appropriate organisational and technical measures to keep your personal information safe and secure.

We respect the privacy of your information which is why, as a precautionary measure, we are writing to inform you of a data security incident that [may involve/involves] your personal information.

Between/On [identify time period of breach], [briefly summarise the breach incident].

The data accessed [may have included/included] personal information such as:

[Identify the type of personal information] OR to our knowledge, the data accessed did not include any [identify the types of personal information NOT involved].

West Bedlington Town Council values your privacy and deeply regrets the occurrence of this incident. We are conducting a thorough review of those potentially affected [records/files/computer system/identify other] and will notify you if there are any significant developments.

The Town Council has [include details of what action has already been taken to respond to the risks posed by the breach]. We have implemented additional security measures designed to prevent a recurrence of [such an attack/incident] and to protect the privacy and security of West bedlington Town Council information and systems.

West Bedlington Town Council is working closely with Information Commissioners Office (ICO) [and name of other data controller(s)/police (if appropriate)]

Please also see the enclosed personal information toolkit booklet from ICO, for further information on steps you can take to protect your information.

Further information and assistance and can sought by contacting the Town Clerk (contact details above).

Yours sincerely

Steven Young

Town Clerk

West Bedlington Town Council

ICO Registration No: Z2647191

