Collection of Evidence Procedure

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Version Control				
Title	Collection of Evidence Procedure			
Description	To ensure that evidence is preserved and collected in the right way in the event of a data breach. This procedure ensures that the evidence is of sufficient quality to be passed to legal and regulatory bodies if requested.			
Created by	Mike Moore			
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DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

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Purpose

When an incident occurs, it is important that the DE Photo (Franchising) Ltd (referred to as the company here after) collects as much information as possible to mitigate the effects, prevent the breach happening again and to defend themselves against legal action. The purpose of this procedure is to ensure that evidence is preserved and collected in the right way in the event of a data breach. This procedure ensures that the evidence is of sufficient quality to be passed to legal and regulatory bodies if requested.

Prerequisites

For this procedure to be followed the following conditions need to be met:

- All parties need to be aware of their roles and responsibilities.
- The correct monitoring and measurement systems need to be in place, correctly configured and active
- Any systems/services/devices referenced need to be available to the relevant parties.
- All parties have had the relevant training and the training is current and up to date

Conditions

In order for this procedure to be enacted the following conditions should be met:

- A security event/incident report has been made about a system, device or service under the control or responsibility (either in part or in full) of DE Photo (Franchising) Ltd
- The systems/devices/services named in the report either contain personal data or are linked to other systems/devices/services that contain personal data.
- The report contains actionable information and verifiable information.
- The personnel responsible for the evidence collection process has been informed.

Outcomes

Once this procedure has been enacted the following should result:

- Key information about the breach has been identified and documented
- A timeline of the breach has been created with the key events
- Relevant volatile and vulnerable information has been preserved
- Evidence has been collected, verified, compiled and documented

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Process

Requesting help from the authorities sub-process

1. Identify the need for the authorities to be involved
2. Make an official request for assistance using the processes in the Communication Procedure
3. Make a record of the request in:
   Dropbox: \GDPR\Documents\File Locations\Communications with authorities

Preserving evidence sub-process

1. Stop all processing operations involving the system
2. Isolate the systems from any other systems
3. Set up access controls that no unauthorized personnel can gain access to
4. Make records of what was done and save them to:
   Dropbox: \GDPR\Documents\File Locations\Incident Logs

Requesting help from specialists sub process

1. Identify the need for a specialist to be involved
2. Make an official request for assistance using the processes in the Communication Procedure
3. Make a record of the request in:
   Dropbox: \GDPR\Documents\File Locations\Communications with third parties

Collect and document evidence internally sub process

1. Use the Monitoring and Measurement Register located:
   Dropbox: \GDPR\Documents\Final Documents
   to find what is logged and where the logs are located.
2. Investigate the affected systems and search for evidence.

Verifying collected evidence sub-process

1. Compare the collected logs against similar logs and check time stamps
2. Seek advice from experts and authorities on evidence collected

Collating and reviewing collected evidence sub-process

1. Create a timeline of events and match the evidence to the events
2. Analyse the event and perform risk assessments and treatment plans

Management and Review

This policy should be reviewed as scheduled once annually unless performance indicators, changes to legislation or the organisation necessitate it.

Last Review Date: 16/05/2018

Next Review Date: 16/05/2019

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