

Date Identified	Type of Breach (e.g. personal data, contributions, criminal activity, etc)	Description	Action Taken in Response to Breach	Possible Impact (Red/Amber/Green)	Date Reported to Local Pension Board or Authority	Reported to Pensions Regulator or other statutory body (e.g. ICO)?	Details of any follow up actions taken/required or wider implications	Breach Open/Closed
31-May-18	Personal Data	Pension statement relating to Member (A) was enclosed with correspondence issued to scheme member (B) in error. Statement for (A) was returned to SYPA by member (B) who had received it in error.	Member (A) was notified of the breach and raised no further concerns.	Green	7 June 2018 (LPB)	NO	All administration staff reminded of importance of checking enclosures before issuing correspondence.	CLOSED
10-Jul-18	Employer Cost Data	Early Retirement costs for member employed by Employer (1) sent to Employer (2) in error. Employer (2) noticed error and advised SYPA.	Employer (2) requested to confirm deletion of cost data sent via email.	Green	04/10/2018 (LPB)	NO		Open pending any Board comments
13-Jul-18	Data	Expression of Wish form completed by Member (A). Acknowledgement of receipt sent to Member (B) in error, though does not identify Member (A). Alerted to error by Member (B).	Apology issued to Member (B) and records correctly updated.	Green	04/10/2018 (LPB)	NO		Open pending any Board comments
17-Jul-18	Personal Data	Expression of Wish form completed by Member (A) with multiple records. Acknowledgment sent to former home address held on record (member included new address on Expression of Wish but did not indicate address change)	All records updated and member contacted by phone to advise	Green	04/10/2018 (LPB)	NO	Process to be reviewed to encourage online completion of Expression of Wish rather than forms.	Open pending any Board comments
04-Sep-18	Personal Data	Annual Statement for Member (A) was sent to Member (B) at the same employer as employer's payroll provider had advised SYPA of incorrect address for Member (A).	Member (A) was notified and raised no further concerns. Payroll provider alerted .	Green	04/10/2018 (LPB)	NO		Open pending any Board comments
11-Sep-18	Personal Data	Joiner pack and membership information for Member (A) was sent to Member (B) as employer had advised SYPA of incorrect address for Member (A).	Member (A) was notified and raised no further concerns. Employer alerted .	Green	04/10/2018 (LPB)	NO		Open pending any Board comments