

## SYPA Record of Breaches

Year	Ref	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)?	Reported to Data Protection Officer?	Details of any follow up actions taken/required or wider implications	Breach Open/Closed
2018/19	20	22/01/2019	Personal Data	Preserved benefit into payment letter for Member (A) was sent to Member (B) in error as a result of officer not using window envelopes and appending address labels. Wrong label appended to member A's enveloped letter	Member initially unhappy but raised no complaint.	Green	14/03/2019 (LPB)	NO	NO	Incident occurred immediately before this standard letter was switched to hybrid mail so there should be no recurrence for this case type.	Open pending any Board comments