# Legal / Compliance – Legal Risk Escalation Flowchart

**Purpose:**  
To assist the Legal team in determining when and how to escalate a legal, regulatory, or contractual risk to Executive leadership, external authorities, or insurers. This flowchart supports fast and consistent triage of legal exposure during high-pressure incidents.

## When to Use

* A report or event indicates a potential breach, liability, or policy violation
* An internal or external stakeholder requests legal confirmation, indemnity, or disclosure
* Operational anomalies or incidents suggest regulatory non-compliance or reputational exposure

## Step-by-Step Flowchart

**1. Legal Risk Detected**  
*(e.g. sensitive data exposure, external inquiry, unauthorised access, internal policy lapse)*

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**2. Does it involve any of the following?**

* Personally identifiable or commercially sensitive data
* Regulatory non-compliance (privacy, safety, sector-specific)
* Contractual obligations (e.g. SLAs, insurance clauses)
* External stakeholder or public attention

**Yes → Proceed to Step 3**  
**No → Log issue and continue monitoring**

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**3. Is Legal Able to Confirm the Impact Now?**

* Risk confirmed and source verified → Proceed to Step 4
* Unclear or requires technical/log input → Engage relevant team and pause disclosure
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**4. Trigger Escalation to Executive (If Any Apply):**

* Risk to insurer claim validity
* Reputational harm or media involvement likely
* Safety, fraud, or persistent access concerns
* Policy conflict or ambiguity in legal response

**Escalate With:**

* One-paragraph incident summary
* Confidence level: High / Medium / Low
* Recommended action: Notify / Defer / Suppress
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**5. Document and Action**

* Notify Executive or Incident Lead
* Note decision path in Legal log
* Coordinate with Media or Ops for downstream impact
* Flag for inclusion in any required breach reporting

## Summary Triage Table

| **Indicator** | **Escalate to Exec?** | **Include in Breach Packet?** |
| --- | --- | --- |
| Policy breach (internal) | No, unless repeated | No |
| Legal-relevant external contact | Yes | Possibly |
| Regulator or insurer communication | Yes | Yes |
| Operational anomaly only | No (log only) | No |
| Confirmed contract violation | Yes | Yes |

**Reminders:**

* Escalation is not admission — flagging early is preferred
* Logs should reflect uncertainty and the rationale for legal positions
* Legal should not wait for full confirmation before briefing Executive if reputational or compliance risk is increasing

**Owner:** Legal / Compliance Lead  
**Reference:** LEG-02  
**Version:** 1.1  
**Approved by:** Risk & Legal Steering Group