



Data Breach Procedure

On discovering a data breach or potential breach the staff member should inform the Data Protection Officer (DPO) immediately or in their absence the Head Teacher.

The DPO will consider each report and decide if a breach has occurred taking into account whether personal data has been accidentally or unlawfully: lost, stolen, destroyed, altered, disclosed or made available to unauthorised people.

The DPO will inform the Head Teacher or when not available, the Deputy Head.

The DPO will endeavour to limit the impact of any breach assisted by other staff members where appropriate.

Based on the seriousness and potential consequences of the breach, the DPO will decide if the breach warrants being reported to the Information Commissioner's Office (ICO). If it is deemed likely that there will be a risk to people's rights and freedoms the ICO must be notified.

The DPO will log all breaches, whether notified to the ICO or not, in case the decision is challenged at a later date.

In cases where the ICO are to be notified this will be done within 72 hours and include all relevant information.

If the risk to individuals is determined to be high the DPO will inform them in writing as soon as possible as well as any third parties who may be able to help mitigate any loss.

The DPO and Head Teacher will meet as soon possible to review each breach and take all actions necessary to prevent a similar occurrence.

May 2019 NB

Reviewed August 2020 NB