



**AVON HOUSE  
PREPARATORY SCHOOL**

# **Avon House School**

## **Humanities Policy**



**CELEBRATING & SUPPORTING  
EVERY CHILD**

**To be reviewed: May 2026**

<b>Review date:</b>	June 2025	July 2024	August 2023	August 2023	August 2022
<b>Reviewed by:</b>	ZM	ZM	NB	NB	NB

## **Data Breach Procedure**

### **Data Breach Reporting Procedure**

**1. Reporting a Breach** On discovering a data breach or potential breach, staff must inform the Data Protection Officer (DPO) immediately, or in their absence, the Head Teacher.

**2. Assessment of the Breach** The DPO will assess each report to determine whether a personal data breach has occurred. This includes situations where personal data has been accidentally or unlawfully:

- Lost
- Stolen
- Destroyed
- Altered
- Disclosed
- Accessed by unauthorised persons

**3. Internal Notification** The DPO will notify the Head Teacher or, when unavailable, the Deputy Head, of the situation.

**4. Containment and Recovery** The DPO will take appropriate steps to contain and mitigate the breach, with support from relevant staff as necessary.

**5. Notification to the ICO** If the breach is likely to result in a risk to individuals' rights and freedoms, the DPO will notify the Information Commissioner's Office (ICO) without undue delay and, where feasible, within 72 hours of becoming aware of the breach.

**6. Record Keeping** The DPO will maintain a log of all data breaches, including those not reported to the ICO, to ensure accountability and facilitate future audits or reviews.

**7. Communication with Affected Individuals** If the breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will notify affected individuals without undue delay. Communication will be clear and include:

- The nature of the breach
- Recommended actions
- Contact details for further information

Where relevant, third parties who can help mitigate any potential harm will also be informed.

**8. Post-Incident Review** Following any breach, the DPO and Head Teacher will meet as soon as practicable to:



- Review the incident
- Identify causes
- Implement necessary improvements to prevent recurrence