



**AVON HOUSE
PREPARATORY SCHOOL**

Avon House School

Data Breach Procedure



**CELEBRATING & SUPPORTING
EVERY CHILD**

To be reviewed: May 2026

Review date:	June 2025	July 2024	August 2023	August 2023	August 2022
Reviewed by:	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