

Data Breach Procedure

The School must use appropriate technical or organisational measures to ensure personal data is kept securely and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Identifying what is a personal data breach

A personal data breach means a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This means that a breach is more than just losing personal data.

Reporting a data breach

Any data breach must be reported to the DPO immediately, even if out of hours. The DPO will then follow the procedure described below. Any data breach that is reported must be recorded on the data breach spreadsheet even if not reported to the ICO. The DPO will inform the Headteacher, Leadership team or Governors as they feel appropriate. Anyone not reporting a breach are putting the school at risk of a large fine.

