

DATA BREACHES WHAT TO DO:

What is a personal data breach and what must staff do about them? Some examples:

- I have been sent another staff member's pay slip
- I have been copied into an email about a pupil I don't teach or work with • I have been sent data about another member of staff in the school or a pupil I don't teach
- I found sensitive personal data left in a meeting room/in the staffroom/in the PPA room
- I have sent information relating to a pupil or family to the wrong member of staff in school, or to the wrong parent. (Whoops, pesky autofill!)
- I sent sensitive data/documents without either encryption or password protection, to the wrong person by accident
- I have lost something at home, but I am pretty sure it is there...
- I put something into the wrong envelope to the wrong person in the school
- I put something into the wrong envelope to the wrong parent
- I lost a memory stick
- I sent work emails to staff personal email accounts or from personal email accounts
- I had a break-in at home and my school laptop was stolen
- I took a set of books home to mark but accidentally left them on the bus • I accidentally deleted a document containing personal data on the shared drive... and there's no back-up

What to do when a breach is spotted: Low-level data breaches should be rectified, as far as possible, and added to the school's personal data breach log (in the same way you would log a playground accident where a pupil scrapes their knee and needs a plaster in the accident book).

Serious data breaches 'likely to have a significant detrimental effect' on data subject(s) – i.e. the people whose data has been lost/inappropriately viewed/stolen etc - need to be reported to the ICO within 72 hours of anyone at the school becoming aware of them. If there is a 'high risk' to data subject's rights and freedoms, the data subjects must also be notified.

All incidents should be recorded in the school's breach log. If you're in any doubt as to whether the ICO or data subjects should be notified, speak to your school Data Protection Lead (Ms R Jones) or contact your Data Protection Officer at the LDBS

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"Whatever you do in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17