Wellacre Data Breach Policy

This procedure is based on guidance on personal data breaches produced by the Information Commissioner's Office (ICO).

Reporting an Incident

On finding or causing a breach, or potential breach, the staff member or data processor must immediately notify the DPO.

Investigating an Incident

- The DPO will investigate the report, and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:

    - Lost
    - Stolen
    - Destroyed
    - Altered
    - Disclosed or made available where it should not have been
    - Made available to unauthorised people

The DPO will alert the Principal and the Chair of Governors.

- The DPO will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary. (Actions relevant to specific data types are set out at the end of this procedure).

- The DPO will assess the potential consequences, based on how serious they are, and how likely they are to happen.

- The DPO will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DPO will consider whether the breach is likely to negatively affect people's rights and freedoms, and cause them any physical, material or non-material damage (e.g. emotional distress), including through:

    - Loss of control over their data
    - Discrimination
    - Identify theft or fraud

- Financial loss
- Unauthorised reversal of pseudonymisation (for example, key-coding)
- Damage to reputation
- Loss of confidentiality
- Any other significant economic or social disadvantage to the individual(s) concerned

If it's likely that there will be a risk to people's rights and freedoms, the DPO must notify the ICO.

- The DPO will document the decision (either way), in case it is challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored on the school's computer system.

Notification of an Incident

- Where the ICO must be notified, the DPO will do this via the 'report a breach' page of the ICO website within 72 hours. As required, the DPO will set out:

  - A description of the nature of the personal data breach including, where possible:
    - The categories and approximate number of individuals concerned
    - The categories and approximate number of personal data records concerned

  - The name and contact details of the DPO
  - A description of the likely consequences of the personal data breach
  - A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned

- If all the above details are not yet known, the DPO will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible.

- The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DPO will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:

  - The name and contact details of the DPO
  - A description of the likely consequences of the personal data breach
  - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned

- The DPO will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies.

- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
  - Facts and cause
  - Effects
  - Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

- Records of all breaches will be stored on the school's computer system.

Evaluation, Response and Policy Review

Once the initial incident is contained, the DPO will carry out a full review of the causes of the breach; the effectiveness of the response:

- The DPO will consider whether any changes to systems, policies and procedures should be undertaken.

- The DPO will review existing controls to determine their adequacy, and whether any corrective action should be taken to minimise the risk of similar incidents occurring.

- The review will consider:

    - where and how personal data is held and where and how it is stored
    - where the biggest risks lie including identifying potential weak points within existing security measures
    - whether methods of transmission are secure; sharing minimum amount of data necessary
    - staff awareness
    - implementing a data breach plan and identifying a group of individuals responsible for reacting to reported breaches of security

- The DPO will prepare a report recommending any changes to systems, policies and procedures for consideration by the Principal and Resources Committee.

- The DPO will update any policies to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.