



Range High School Data Breach Policy (GDPR)

Person responsible for Policy:	Resources Director
Date of last review:	January 2024
Date of next review:	January 2027 – (3-yearly review) - major changes will be brought to the Trustees attention as, and when they occur

RESPONSIBILITY FOR THIS POLICY HAS BEEN DELEGATED TO THE HEADTEACHER

Introduction

The General Data Protection Regulation (GDPR) aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The GDPR places obligations on staff to report actual or suspected data breaches and the School's procedures for dealing with breaches is set out below. All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it.

Training will be provided to all staff to enable them to carry out their obligations within this policy. Data Processors will be provided with a copy of this policy and will be required to notify the School of any data breach without undue delay after becoming aware of the data breach. Failure to do so may result in a breach to the terms of the processing agreement. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

This policy does not form part of any individual's terms and conditions of employment with the School and is not intended to have contractual effect. Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

Definitions

Personal Data

Personal data is any information relating to an individual where the individual can be identified (directly or indirectly) from that data alone or in combination with other identifiers School possess or can reasonably access. This includes special category data and pseudonymised personal data but excludes anonymous data or data that has had the identity of an individual permanently removed.

Personal data can be factual (for examples a name, email address, location or date of birth) or an opinion about that person's actions or behaviour. Personal data will be stored either electronically or as part of a structured manual filing system in such a way that it can be retrieved automatically by reference to the individual or criteria relating to that individual.

Special Category Data

Previously termed "Sensitive Personal Data", Special Category Data is similar by definition and refers to data concerning an individual's racial or ethnic origin, political or religious beliefs, trade union membership, physical and mental health, sexuality, biometric or genetic data and personal data relating to criminal offences and convictions.

Personal Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data or special category data transmitted, stored or otherwise processed.

Data Subject

The person to whom the personal data relates.

ICO

ICO is the Information Commissioner's Office, the UK's independent regulator for data protection and information.

Responsibility

The Resources Director, acting as the Data Protection Officer (DPO), has responsibility within School for assessing any breach and, if deemed necessary, for reporting it to the ICO. They are responsible for ensuring breach notification processes are adhered to by all staff and are the designated point of contact. In the absence of the Resources Director the Headteacher will assume this responsibility.

The DPO is responsible for overseeing this policy and developing data-related policies and guidelines.

Security and Data-Related Policies

Staff should refer to the following policies that are related to this data protection policy: -

- CCTV Policy
- E-Safety & Acceptable Use Policy
- GDPR Policy
- Photographing Children and Adults Policy
- Workforce Privacy Notice
- Pupils' Privacy Notice

These policies are also designed to protect personal data and can be found on the Staff Portal or are available from the Clerk to the Trustees.

Data Breach Procedure

What Is a Personal Data Breach?

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data or special category data transmitted, stored or otherwise processed.

Examples of a data breach could include the following (but are not exhaustive): -

- Loss or theft of data or equipment on which data is stored, for example loss of a laptop or a paper file (this includes accidental loss);
- Inappropriate access controls allowing unauthorised use;
- Human error (for example sending an email or SMS to the wrong recipient);
- Hacking, phishing and other "blagging" attacks where information is obtained by deceiving whoever holds it.

When Does It Need to Be Reported?

The School must notify the ICO of a data breach where it is likely to result in a risk to the rights and freedoms of individuals. This means that the breach needs to be more than just losing personal data and if unaddressed the breach is likely to have a significant detrimental effect on individuals.

Examples of where the breach may have a significant effect includes: -

- potential or actual discrimination;
- potential or actual financial loss;
- potential or actual loss of confidentiality;
- risk to physical safety or reputation;
- exposure to identity theft (for example through the release of non-public identifiers such as passport details);
- the exposure of the private aspect of a person's life becoming known by others.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, then the individuals must also be notified directly.

Managing and Recording the Breach

On being notified of a suspected personal data breach, the DPO will take immediate steps to establish whether a personal data breach has in fact occurred. If so they will take steps to:

- Where possible, contain the data breach;
- As far as possible, recover, rectify or delete the data that has been lost, damaged or disclosed;
- Assess and record the breach in the School's data breach register;
- Notify data subjects affected by the breach;
- Notify other appropriate parties to the breach;
- Take steps to prevent future breaches.

Reporting a Data Breach

If it is known or suspected that a personal data breach has occurred, the DPO must: -

- Inform the Headteacher and Chair of Trustees immediately that a breach has occurred
- Inform the ICO within 72 hours of the breach by either completing their online form found on their website or phoning them directly.

Notifying Data Subjects

Where the data breach is likely to result in a high risk to the rights and freedoms of data subjects the DPO will notify the affected individuals without undue delay including the name and contact details of the ICO, the likely consequences of the data breach and the measures the School have (or intended) to take to address the breach.

When determining whether it is necessary to notify individuals directly of the breach, the DPO will contact the ICO and any other relevant authorities (such as the police) if advice is required.

If it would involve disproportionate effort to notify the data subjects directly (for example, by not having contact details of the affected individual) then the School will consider alternative means to make those affected aware (for example by making a statement on the School website).

Notifying Other Authorities

The School will need to consider whether other parties need to be notified of the breach. For example:

- Insurers;
- Parents;
- Third parties (for example when they are also affected by the breach);
- Local authority;
- The police (for example if the breach involved theft of equipment or data).

This list is non-exhaustive.

Assessing the Breach

Once initial reporting procedures have been carried out, the School will carry out all necessary investigations into the breach. The School will identify how the breach occurred and take immediate steps to stop or minimise further loss, destruction or unauthorised disclosure of personal data. It will identify ways to recover correct or delete data (for example notifying our insurers or the police if the breach involves stolen hardware or data).

Having dealt with containing the breach, the School will consider the risks associated with the breach. These factors will help determine whether further steps need to be taken (for example notifying the ICO and/or data subjects as set out above). These factors include: -

- What type of data is involved and how sensitive it is;
- The volume of data affected;
- Who is affected by the breach (i.e. the categories and number of people involved);
- The likely consequences of the breach on affected data subjects following containment and whether further issues are likely to materialise;
- Are there any protections in place to secure the data (for example, encryption, password protection, pseudonymisation);
- What has happened to the data;
- What could the data tell a third party about the data subject;
- What are the likely consequences of the personal data breach on the school; and
- Any other wider consequences which may be applicable.

Preventing Future Breaches

Once the data breach has been dealt with, the School will consider its security processes with the aim of preventing further breaches. In order to do this, it will: -

- Establish what security measures were in place when the breach occurred;
- Assess whether technical or organisational measures can be implemented to prevent the breach happening again;
- Consider whether there is adequate staff awareness of security issues and look to fill any gaps through training or tailored advice;
- Consider whether it's necessary to conduct a privacy or data protection impact assessment;
- Consider whether further audits or data protection steps need to be taken;
- To update the data breach register;
- To debrief Headteacher and Chair of Trustees following the investigation.

Reporting Data Protection Concerns

Prevention is always better than dealing with data protection as an after-thought. Data security concerns may arise at any time and staff are encourage to report any concerns (even if they don't meet the criteria of a data breach to the DPO.

This can help capture risks as they emerge, protect the School from data breaches and keep its processes up to date and effective.

Monitoring

School will monitor the effectiveness of this and all of our policies and procedures and conduct a full review and update as appropriate.