TFT Data Protection Policy

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Data Protection Policy

Contents

1. Aims

The Futures Trust ('the Trust' includes all schools within the Trust) aims to ensure that all personal data collected about staff, pupils, parents, trustees, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. Legislation and guidance

This policy meets the requirements of the GDPR and the provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice for subject access requests.

It also reflects the ICO's code of practice for the use of surveillance cameras and personal information.

In addition, this policy complies with regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record. This policy complies with the trust's Master Funding Agreement and Articles of Association.

3. Definitions

Term	Definition
Personal data	Any information relating to an identified, or identifiable, individual. This may include the individual's: • Name (including initials) • Identification number • Location data • Online identifier, such as a username It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.
Special categories of personal data	Personal data which is more sensitive and so needs more protection, including information about an individual's: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs • Trade union membership • Genetics • Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes • Health – physical or mental

	• Sex life or sexual orientation
Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing of personal data.
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

4. The data controller

The Trust processes personal data relating to parents, pupils, staff, governors, volunteers, visitors and others, and therefore is a data controller. The Trust is registered as a data controller with the ICO and will renew this registration annually

5. Roles and responsibilities

This policy applies to **all staff** employed by the Trust, and to external organisations, volunteers and other individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

5.1 Board of Trustees

The Board of Trustees has overall responsibility for ensuring that the Trust complies with all relevant data protection obligations.

5.2 Data Protection Officer

The Data Protection Officer (DPO) is responsible for providing advice and guidance to the Trust and all schools within the Trust in order to assist the Trust to implement this policy, monitor compliance with data protection law, and develop related policies and guidelines where applicable.

The DPO will carry out an annual audit of all the schools in the Trusts data processing activities and report to the Trust their advice and recommendations on school data protection issues.

The DPO is also the first point of contact for individuals whose data the school processes, and for ICO.

Our DPO is the School DPO Service and is contactable via schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

5.3 Headteacher

The Headteacher acts as the representative of the data controller on a day-to-day basis.

5.4 Data Champion

The Data Champion within your school is responsible for data protection. The Trust has nominated the following individuals as designated persons to be contacted internally in relation to all matters relating to data protection issues, and to make referrals, where necessary, to the Data Protection Officer:
Data Champion name for the school Sally Allen-Moore who is contactable via SAllen-Moore@stokepark.coventry.sch.uk and Sharon Jeromson, The Trust Risk and Commerce Manager who is contactable via sharon.jeromson@thefuturestrust.org.uk

5.5 All staff

All members of staff are responsible for:

i. Collecting, storing and processing any personal data in accordance with this policy
ii. Informing the school of any changes to their personal data, such as a change of address
iii. Contacting the designated Data Protection Champions in the following circumstances:
    - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
    - If they have any concerns that this policy is not being followed
    - If they are unsure whether or not they have a lawful basis to use personal data in a particular way
    - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area
    - If there has been a data breach

- Whenever they are engaging in a new activity that may affect the privacy rights of individuals
- If they need help with any contracts or sharing personal data with third parties

6. Data Protection Principles

The GDPR is based on data protection principles that our Trust must comply with.

The Trust has adopted the principles to underpin its Data Protection Policy. The principles require that all personal data shall be:

i. Processed lawfully, fairly and in a transparent manner ('lawfulness, fairness and transparency');
ii. Used for specified, explicit and legitimate purposes ('purpose limitation');
iii. Used in a way that is adequate, relevant and limited to what is necessary ('data minimization');
iv. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, are erased or rectified without delay ('accuracy');
v. Kept no longer than is necessary ('storage limitation');
vi. Processed in a manner that ensures it is safe and secure, ensuring that measures against unauthorized or unlawful processing and against accidental loss, destruction or damage are in place ('integrity and confidentiality').

This policy sets out how the Trust aims to comply with these principles.

7. Collecting personal data

7.1 Lawfulness, fairness and transparency

The Trust and all schools in the Trust shall only process personal data where it has one of five 'lawful bases' (legal reasons) available to the Trust to do so under data protection law:

i. The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
ii. The data needs to be processed so that the school can **comply with a legal obligation**
iii. The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone's life
iv. The data needs to be processed so that the school, as a public authority, can perform a task **in the public interest,** and carry out its official functions
v. The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

For special categories of personal data, we will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.

If we offer online services to pupils, such as classroom apps, and we intend to rely on consent as a basis for processing, we will get parental consent (except for online counselling and preventive services).

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

7.2 Limitation, minimisation and accuracy

The Trust will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymized. This will be done in accordance with guidance set out in the Information and Records Management Society's toolkit for schools https://irms.org.uk/page/SchoolsToolkit

8. Sharing personal data

The Trust will not normally share personal data with anyone else except as set out in the School's Privacy Notice. GDPR and the DPA 2018 also allow information to be shared where:

i. There is an issue with a pupil or parent/carer that puts the safety of our staff at risk.
ii. The Trust need to liaise with other agencies – the Trust will seek consent as necessary before doing this.
iii. Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies. When doing this, we will:
    - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law
    - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share
    - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with us

The Trust will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

i. The prevention or detection of crime and/or fraud.
ii. The apprehension or prosecution of offenders.
iii. The assessment or collection of tax owed to HMRC.
iv. In connection with legal proceedings.
v. Where the disclosure is required to satisfy our safeguarding obligations.

vi. Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

9. Subject access requests and other rights of individuals

9.1 Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

i. Confirmation that their personal data is being processed.
ii. Access to a copy of the data.
iii. The purposes of the data processing.
iv. The categories of personal data concerned.
v. Who the data has been, or will be, shared with.
vi. How long the data will be stored for, or if this isn't possible, the criteria used to determine this period.
vii. The source of the data, if not the individual.
viii. Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests may be submitting in writing or verbally and can be sent either to the Data Protection Officer, a member of staff or a Governor / Trustee. To enable the request to be accurately responded to, the applicant should be encouraged to make the request in writing and to set out:

i. Name of individual.
ii. Name of School.
iii. Correspondence address.
iv. Contact number and email address.
v. Details of the information requested.

The DPO will send the subject access request to the Data Protection Champion in the relevant school. If staff receive a subject access request they must immediately forward it to the Data Champion, who will ensure that the DPO is informed.

Information to be released will be collated by the school in the Trust and then sent to the DPO for checking and sending out to the applicant.

9.2 Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the person should have parental responsibility for the child, and the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 13 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, subject access requests from those with parental responsibility for pupils at our school [aged under 13] will in general be granted without requiring the express permission of the pupil.

These are not fixed rules and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests

When responding to requests, we:

i. May ask the individual to provide two forms of identification.
ii. May contact the individual via phone to confirm the request was made.
iii. Will respond without delay and within one month of receipt of the request.
iv. Will provide the information free of charge.
v. May tell the individual we will comply within three months of receipt of the request, where a request is complex or numerous, or where it is impractical to comply within a month due to school closure. We will inform the individual of this within one month, and explain why the extension is necessary.

We will not disclose information if it:

i. Might cause serious harm to the physical or mental health of the pupil or another individual.
ii. Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests.
iii. Is contained in adoption or parental order records.
iv. Is given to a court in proceedings concerning the child.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

i. Withdraw their consent to processing at any time, where processing is based on the consent of the pupil or parent.
ii. Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances).
iii. Prevent use of their personal data for direct marketing.
iv. Challenge processing which has been justified on the basis of public interest.
v. Request a copy of agreements under which their personal data is transferred outside of the European Economic Area.
vi. Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement that might negatively affect them).
vii. Prevent processing that is likely to cause damage or distress.

viii. Be notified of a data breach in certain circumstances.
ix. Make a complaint to the ICO.
x. Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the Data Protection Champion who will send it to the DPO for information purposes.

10. Parental requests to see the educational record

Academies, including free schools, and independent schools: there is no automatic parental right of access to the educational record in your setting, and any requests from parents should be treated as subject access requests in accordance with the above.

11. Biometric recognition systems

Note that in the context of the Protection of Freedoms Act 2012, a "child" means a person under the age of 18.

Where we use pupils' biometric data as part of an automated biometric recognition system (for example, pupils use finger prints to receive school dinners instead of paying with, we will comply with the requirements of the Protection of Freedoms Act 2012.
Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The School will get written consent from at least one parent or carer before we take any biometric data from their child and first process it.
Parents/carers and pupils have the right to choose not to use the Schools biometric system(s). We will provide alternative means of accessing the relevant services for those pupils. For example, pupils can pay for school dinners in cash at each transaction if they wish.
Parents/carers and pupils can object to participation in the school's biometric recognition system(s), or withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

Where staff members or other adults use the school's biometric system(s), we will also obtain their consent before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

12. CCTV

We use CCTV in various locations around the school site to ensure it remains safe a [for which use of CCTV has been registered with the ICO. We will adhere to the ICO's code of practice for the use of CCTV.
We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to sharonjeromson@thefuturestrust.org.uk

13. Photographs and videos

As part of our school activities, the school may take photographs and record images of individuals within the School.

The Schools will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and pupil.

Where the School need parental consent, it shall clearly explain how the photograph and/or video will be used to both the parent/carer and pupil. Where the School don't need parental consent, it shall clearly explain to the pupil how the photograph and/or video will be used.

Uses may include:

i. Within school on notice boards and in school magazines, brochures, newsletters, etc.
ii. Outside of school by external agencies such as the school photographer, newspapers, campaigns
iii. Online on our school website or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.
See our child protection and safeguarding policy for more information on our use of photographs and videos.

14. Data protection by design and default

The Trust shall put measures in place to show that it has integrated data protection into all of its data processing activities, including:

i. Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge.
ii. Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6).
iii. Completing privacy impact assessments where the school's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process).
iv. Integrating data protection into internal documents including this policy, any related policies and privacy notices.

v. Training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance.
vi. Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant.
vii. Maintaining records of our processing activities, including:
    - For the benefit of data subjects, making available the name and contact details of our school and DPO and all information we are required to share about how we use and process their personal data (via our privacy notices)
    - For all personal data that we hold, maintaining an internal record of the type of data, data subject, how and why we are using the data, any third-party recipients, how and why we are storing the data, retention periods and how we are keeping the data secure

15. Data security and storage of records

The Trust will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage. In particular:

i. Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use.
ii. Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access.
iii. Staff must ensure passwords are hard for anyone else to guess by incorporating numbers and mixed case into it.
iv. Encryption software is used to protect all portable devices and removable media on which personal information is stored, such as laptops and USB devices.
v. Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment (see the online safety policy/ICT policy/acceptable use agreement).
vi. Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8).

16. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

The School will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

17. Personal data breaches

The Trust shall take all reasonable steps to ensure that there are no personal data breaches. In the unlikely event of a suspected data breach, we will follow the procedure set out in Appendix 1.

When appropriate, the Trust shall report the data breach to the ICO within 72 hours. Such breaches in a School context may include, but are not limited to:

i. A non-anonymised dataset being published on the school website which shows the exam results of pupils eligible for the pupil premium.
ii. Safeguarding information being made available to an unauthorised person.
iii. The theft of a school laptop containing non-encrypted personal data about pupils.

18. Training

All staff and governors are provided with data protection training as part of their induction process. Data protection will also form part of continuing professional development, where changes to legislation, guidance or the school's processes make it necessary.

19. Links with other policies

This data protection policy is linked to our:

- Information Security Policy
- Data Breach Reporting Procedure
- ICT Acceptable Use Policy
- Safeguarding and Child Protection Policy

Freedom of Information Policy

20. Introduction

The Trust is subject to the Freedom of Information Act 2000 (FOI) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act.

21. What is a request under FOI

i. Any request for any information from the Trust is technically a request under the FOI, whether or not the individual making the request mentions the FOI. However, the ICO has stated that routine requests for information (such as a parent requesting a copy of a policy) can be dealt with outside of the provisions of the Act.

ii. In all non-routine cases, if the request is simple and the information is to be released, then the individual who received the request can release the information, but must ensure that this is done within the timescale set out below. The Data Protection will support the Trust in responding to FOI.

iii. All other requests should be referred in the first instance to the Data Protection Officer, who may allocate another individual to deal with the request. This must be done promptly, and in any event within three working days of receiving the request.

iv. When considering a request under FOI, you must bear in mind that release under FOI is treated as release to the general public, and so once it has been released to an individual, anyone can then access it, and you cannot restrict access when releasing by marking the information “confidential” or “restricted”.

Other Requests

Requests for information about anything relating to the environment such as air, water, land, the natural world or the built environment and any factor or measure affecting these are covered by the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example queries about chemicals used in a school or on school land, phone masts, car parks etc. would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under Freedom of Information Act (FoIA), but unlike FoIA requests, they do not need to be written and can be verbal.

22. Time Limit for Compliance

The Trust must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. For the Trust, a “working day” is one in which pupils are in attendance, subject to an absolute maximum of 60 calendar days to respond.

23. Procedure for dealing with a request

i. When a request is received that cannot be dealt with by simply providing the information, it should be referred in the first instance to the Data Protection Officer, who may re-allocate to an individual with responsibility for the type of information requested.

ii. The first stage in responding is to determine whether or not the Trust "holds" the information requested. The Trust will hold the information if it exists in computer or paper format. Some requests will require the Trust to take information from different sources and manipulate it in some way. Where this would take minimal effort, the Trust is considered to "hold" that information, but if the required manipulation would take a significant amount of time, the requestor should be contacted to explain that the information is not held in the manner requested, and offered the opportunity to refine their request. For example, if a request required the Trust to add up totals in a spread sheet and release the total figures, this would be information "held" by the Trust. If the Trust would have to go through a number of spread sheets and identify individual figures and provide a total, this is likely not to be information "held" by the Trust, depending on the time involved in extracting the information.

iii. The second stage is to decide whether the information can be released, or whether one of the exemptions set out in the Act applies to the information. Common exemptions that might apply include:

a) Section 40 (1) – the request is for the applicants personal data. This must be dealt with under the subject access regime in the GDPR, detailed in section 9 of the Data Protection Policy
b) Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the GDPR principles as set out in section 3 of the Data Protection Policy;
c) Section 41 – information that has been sent to the Trust (but not the Trust's own information) which is confidential;
d) Section 21 – information that is already publicly available, even if payment of a fee is required to access that information;
e) *4.3.5 Section 22 – information that the Trust intends to publish at a future date;*
f) *Section 43 – information that would prejudice the commercial interests of the Trust and / or a third party;*
g) *Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);*
h) *Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;*
i) *Section 36 – information which, in the opinion of the chair of governors of the Trust, would prejudice the effective conduct of the Trust. There is a special form for this on the ICO's website to assist with the obtaining of the chair's opinion.*

The sections mentioned in italics are qualified exemptions. This means that even if the exemption applies to the information, you also have to carry out a public interest

weighting exercise, balancing the public interest in the information being released, as against the public interest in withholding the information.

24. Responding to a Request

i. When responding to a request where the Trust has withheld some or all of the information, the Trust must explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this also needs to be explained.

ii. The letter should end by explaining to the requestor how they can complain – either by reference to an internal review by a Trust board member or the Chair of an Academy Local Governing Body, or by writing to the ICO.

25. Contact

Any questions about this policy should be directed in the first instance to School Data Champion.

Appendix 1: Personal data breach procedures

If staff become aware that information has not been handled according to procedures and there is a data breach or potential security incident, they must report it in accordance with this procedure. When appropriate, the Trust will report the data breach to the ICO within 72 hours in accordance with the requirements of the GDPR.

Data protection breaches occur where personal data is lost, damaged, destroyed, stolen, misused and/or accessed unlawfully. Examples of how a breach may occur include:

a) Theft of data or equipment on which data is stored;
b) Loss of data or equipment on which data is stored;
c) Inappropriate access controls allowing unauthorised use;
d) Accidental Loss;
e) Destruction of personal data;
f) Damage to personal data;
g) Equipment failure;
h) Unlawful disclosure of personal data to a third party;
i) Human error;
j) Unforeseen circumstances such as fire or flood;
k) Hacking attack; or
l) 'Blagging' offences where information is obtained by deceiving the organisation which holds it.

If any member of staff of the Trust, trustee or governor, discovers that data has been lost, or believes that there has been a breach of the data protection principles in the way that data is handled, you must immediately, or no later than within 24 hours of first coming to notice, inform the School Data Protection Champion.

Upon being notified, the School's Data Protection Champion will assess whether a breach of personal information has occurred, and the level of severity. If a breach has occurred but the risk of harm to any individual is low (for example, because no personal information has left the control of the School, then the School's Data Protection Champion will undertake an internal investigation to consider whether the Information Security Policy was followed, and whether any alterations need to be made to internal procedures as a result.

In all other cases, the incident must be notified to the Data Protection Officer immediately, who must follow the Information Commissioner's Office guidelines on notification and recording of the breach. The priority must then be to close or contain the breach to mitigate/minimise the risks to those individuals affected by it.

All School staff, trustees and governors are expected to work in partnership with the Data Protection Champion and the Data Protection Officer in relation to the following matters

Notification of Breaches

Any member of staff, trustee or governor who becomes aware of a personal information breach should provide full details to the Data Protection Champion for the School within 24 hours of being made aware of the breach. The Data Protection Champion will then complete the Data Breach Record Form and send to the Trust

Risk and Commerce Manager to record on the Trust Incident Log. When completing the form details should be provided of the reporter's name, the date/time of the breach, the date/time of detecting the breach, and basic information about the type of breach and information about personal data concerned. Details of what has already been done to respond to the risks posed by the breach should also be included.

Containment and Recovery

The initial response is to investigate and contain the situation and a recovery plan including, damage limitation. You may need input from specialists such as IT, HR and legal and in some cases contact with external third parties.

i. Seek assistance in the containment exercise. This could be isolating or closing a compromised section of the network, recovery of released documents, finding a lost piece of equipment or simply changing any related access codes
ii. Establish whether there is anything you can do to recover any losses and limit the damage the breach can cause.
iii. As well as the physical recovery of equipment, this could involve the use of backup records to restore lost or damaged data or ensuring that staff recognise when someone tries to use stolen data to access accounts.
iv. Consider whether any individual affected by the data breach should be notified

Assessing the Risks

Levels of risk can be very different and vary on an individual breach of data security depending what is lost/damaged/stolen. For example, if a case file is lost then risks are different depending on type of data and its sensitivity with potential adverse consequences for individuals. The Data Protection Champion should consider the following points:

i. What type of data is involved?
ii. How sensitive is the data?
iii. If data has been lost or stolen, are there any protections in place such as encryption?
iv. What has happened to the data?
v. If data has been stolen, could it be used for purposes which are harmful to the individuals to whom the data relate? If it has been damaged, this poses a different type and level of risk.
vi. Regardless of what has happened to the data, what could the data tell a third party about the individual? Sensitive data could mean very little to an opportunistic laptop thief while the loss of apparently trivial snippets of information could help a determined fraudster build up a detailed picture of other people
vii. How many individuals' personal data has been affected by the breach?
viii. Who are the individuals whose data has been breached?
ix. What harm can come to those individuals?
x. Are there risks to physical safety or reputation, of financial loss or a combination of these and other aspects of their life?
xi. Are there wider consequences to consider such as a risk to life?
xii. Loss of public confidence in the School / Trust?

All staff, trustees and governors should establish whether there is anything they can do to recover any losses and limit the damage the breach can cause.