



# **PARSLOES PRIMARY SCHOOL**

## **SECURITY INCIDENT AND DATA BREACH POLICY**

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## Controlled Document

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## Version Control

Version	Date	Author	Description of Change
1	20/01/2022	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	New Policy
2	01/08/2024	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	Policy Review Amendments to: Section 1.
3	August 2025	Data Protection Enterprise Ltd <a href="http://www.dpenterprise.co.uk">www.dpenterprise.co.uk</a>	Policy Review. Amendments to Sections: 1,3,4,5,6,7and 8

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## 1. INTRODUCTION

The School is aware of its responsibilities under the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018 and where applicable, the Data Use and Access Act 2025 (DUAA), to ensure appropriate and proportionate security of the personal data the school holds.

Although the DUAA is not yet in force, this policy anticipates its requirements where appropriate.

Every care must be taken to protect information and to avoid a security incident, especially where the result is a data breach when personal information is lost or disclosed inappropriately to an unauthorised person. In the unlikely event of such a security incident it is vital that appropriate action is taken to minimise any associated risk. The School will investigate all security incidents classified as 'serious' using a set plan and follow a Breach Management Plan in the event of a data breach.

The School recognises that its obligations under the UK data protection law are legal requirements, not optional, and may attract serious regulatory consequences if not followed. There can be harsh penalties, up to £17.5 million or 4% of global turnover for the preceding year (whichever is the greater) in relation to breaches of rights and obligations and up to £8.7 million or 2% of global turnover for the preceding year (whichever is the greater) imposed for non-compliance regarding Control and Mitigation.

The School takes cyber security seriously and follows recognised best practice including guidance from the National Cyber Security Centre (NCSC). Staff are required to complete basic cyber security training and report suspicious emails or incidents promptly. The School encourages use of strong passwords, multi-factor authentication where available, and secure handling of portable devices.

All individuals permitted to access personal data in line with their work must agree to comply with this policy and agree to undertake any relevant training that may be appropriate.

## 2. PURPOSE

The purpose of this policy is to ensure a standardised management approach in the event of a serious security incident, including the handling of a data breach. Security incident management is the process of handling security incidents in a structured and controlled way ensuring they are dealt with:-

- speedily and efficiently
- consistently
- ensuring damage is kept to a minimum (i.e loss of equipment (laptop/memory stick) and/or loss of personal data)
- ensuring that the likelihood of recurrence is reduced by the implementation of appropriate measures.

### 3. SCOPE

This policy applies to all information held by the School falling within the scope of the UK General Data Protection Regulation and Data Protection Act 2018, in all formats including paper, electronic, audio, and visual. It applies to all staff and those working on behalf of the School who have access to the School's information.

This policy takes effect immediately and all staff should be made aware of security incident requirements. Any queries should be directed to the Data Protection Officer (contact details below).

This includes personal data processed within third-party systems used by the School (e.g. cloud-based MIS, assessment platforms) and covers both internal staff and external service providers acting under contract.

### 4. TYPES OF SECURITY INCIDENTS

This policy addresses the reporting and handling of security incidents and data breaches.

A data security breach can happen for many reasons:

- Loss or theft of data or equipment on which data is stored i.e. IT equipment or information (laptops, mobiles, devices containing personal data e.g. memory sticks)
- Unauthorised disclosure containing personal information
- Inappropriate access controls allowing unauthorised use
- Breach of physical building access/security
- Human error e.g. personal information being left in an insecure location, using incorrect email or postal address, uploading personal information to a website
- Unforeseen circumstances such as fire or flood
- Hacking attack
- Social engineering, where information is obtained through deception or impersonation ("blagging")
- Misdirected emails or attachments containing personal or sensitive data
- Unauthorised verbal disclosure of personal information

### 5. REPORTING A SECURITY INCIDENT

This section explains how to report a security incident including a data breach.

- 5.1** The person who discovers or suspects a security incident **MUST** report it to the Data Protection Officer without delay no later than 24 hours after discovery, using the security incident form (appendix A). If the DPO is not immediately available, a member of the senior leadership team should be informed. If the incident occurs or is discovered outside normal working hours this should be done as soon as practicable.

- 5.2** The Data Protection Officer will determine and lead on an investigation although others may be invited to assist depending on the severity of the security incident. Staff must not attempt to conduct their own investigations (other than reporting the incident).
- 5.3** The Headteacher is ultimately responsible for making any decisions on serious security and incident breaches.
- 5.4** Any decision to take disciplinary action will be in line with the School's disciplinary policy.
- 5.5** The security incident report will be concluded when all investigations are complete.
- 5.6** All security incidents, regardless of severity, will be logged by the DPO for monitoring and audit purposes. This helps ensure lessons are learned and patterns of risk are identified.

## **6. BREACH MANAGEMENT RESPONSIBILITIES OF THE DATA PROTECTION OFFICER**

### **Breach Management Plan**

The Data Protection Officer will lead all data breach investigations and will follow the Information Commissioner suggested Breach Management Plan:-

- i. Containment and Recovery
- ii. Assessment of ongoing risk
- iii. Notification of Breach
- iv. Evaluation and Response

#### **i. Containment and Recovery**

Containment and recovery involves limiting the scope and impact of the data breach including, where necessary, damage limitation.

The Data Protection Officer will:

- Lead the investigation
- Establish who needs to be made aware of the breach and inform them of what they are expected to do to assist in the containment exercise. This could be isolating or closing a process, finding a lost piece of equipment, or simply changing access codes etc.
- Establish if there is anything that can be done to recover any losses and limit the damage the breach can cause.
- Where appropriate inform the ICO within 24 - 72 hours and;
- Where appropriate inform the police
- In the event of cyber security-related incidents, the DPO may also seek advice from the School's IT support provider or local authority cyber response team and may recommend reporting to the National Cyber Security Centre (NCSC) if appropriate.

#### **ii. Assessing the risks**

The next stage of the management plan is for the Data Protection Officer to assess the risks which may be associated with the breach considering the potential adverse consequences for individuals, how serious or substantial these are and how likely they are to happen.

In making this assessment the Data Protection Officer will assess:

- What type of data is involved
- How sensitive it is
- If data has been lost or stolen are there any protections in place such as encryption
- What has happened to the data
- What are the consequences if a third party has the data
- How many and who are the individuals' affected
- What harm can come to those individuals
- If there are wider consequences to consider such as a risk to public health or loss of public confidence

### **iii. Notification**

The Data Protection Officer will decide whether the Information Commissioner or the data subjects should be notified of the breach and will inform the Headteacher. The Information Commissioner must be notified within 24 – 72 hours. This is the sole responsibility of the Data Protection Officer and staff **must not** make any notifications directly.

The Information Commissioner will need to be notified of a breach where it is likely to result in a risk to the rights and freedoms of individuals. If unaddressed such a breach is likely to have a significant detrimental effect on individuals, for example, result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage. This will be assessed on a case-by-case basis by the Data Protection Officer.

### **iv. Evaluation and Response**

The Data Protection Officer will:

- fully review both the causes of the breach and the effectiveness of the response to it
- keep a breach log
- report to the Headteacher
- implement an action plan to correct identified issues if required
- monitor staff awareness of security issues and look to fill any gaps through training
- consider whether the breach reveals a need to update the School's policies, supplier contracts (e.g. data processing agreements), or training programmes.
- Evaluate the School's compliance with the data minimisation and pseudonymisation principles, particularly for data transmitted externally.

## 7. DATA PROTECTION OFFICER DETAILS

Data Protection Enterprise Ltd  
Mobile: 07853091905  
Email: [info@dpenterprise.co.uk](mailto:info@dpenterprise.co.uk)

## 8. POLICY REVIEW

The DPO is responsible for monitoring and reviewing this policy. Although this policy is reviewed every three years, changes to legislation, national guidance, codes of practice or advice from the Information Commissioner advice may trigger interim reviews. The DPO will highlight any significant legislative developments that may require earlier action or updates to this Policy.

## 9. LINKS WITH OTHER POLICIES

This Security Incident and Data Breach policy is linked to the School:

- Data Protection Policy
- Freedom of information Policy
- CCTV Policy
- Data Protection Impact Assessment Policy
- Third-Party Data Sharing Protocols
- Acceptable Use Policy
- Information Security Policy
- Safeguarding policy
- Privacy Notices

The Information Commissioner also provides a free helpdesk that can be used by anyone and a website containing a large range of resources and guidance on all aspects of Information Law for use by organisations and the public. See [www.ico.org.uk](http://www.ico.org.uk)

## SECURITY INCIDENT AND DATA BREACH NOTIFICATION FORM

## Contact Details of person submitting form:

Name:

Job Title:

Contact Number:

Email:

**Incident Information**

Date of incident?

How did the incident happen?

Who reported the incident?

Description of Breach:

Type of Breach:

Loss of IT equipment

☐

Theft of IT equipment

☐

Unlawful disclosure

☐

Unlawful access

☐

Other (please describe)

Human error

☐

Hacking

☐

Blagging/Phishing

☐

Fire/Flood

☐**Personal data placed at risk**

What personal data has been placed at risk? *Please specify if any financial or sensitive personal data has been affected and provide details of the extent.*

Number of Individuals affected:

Have the affected individuals been made aware:

Yes ☐No ☐



What are the potential consequences and adverse effects on those individuals?

Have any affected individuals complained about the incident?      Yes ☐      No ☐

Provide details of any action taken to minimise/mitigate the effect on the data subjects.

Has the data placed at risk now been recovered? If so, please provide details of how and when this occurred.

Please provide brief details of any supporting information:

Once complete please email form to: Data Protection Officer: [info@dpenterprise.co.uk](mailto:info@dpenterprise.co.uk)