

Maiden Erlegh Trust  
**DATA BREACH PROCEDURE**



**MAIDEN ERLEGH**  
TRUST

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## Contents

Background.....	3
Aim .....	3
What is a personal data breach?.....	3
Action to be taken in the event of a data breach.....	3
Data Breach Procedure Flowchart .....	7

## Background

The General Data Protection Regulation (GDPR) is based around six principles of handling of personal data. We must comply with all six principles as an educational trust; otherwise we'll be in breach of the GDPR. We understand that the principles give people specific rights in relation to their personal information and place certain obligations on those organisations that are responsible for processing it.

## Aim

The GDPR requires that we must take appropriate measures against unauthorised or unlawful processing and against accidental loss, destruction of or damage to personal data. This policy sets out how we deal with a data security breach.

## What is a personal data breach?

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is accidentally lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable and this unavailability has a significant negative effect on individuals.

## Action to be taken in the event of a data breach

### Containment and recovery

The immediate priorities are to:

- contain the breach;
- assess the potential adverse consequences for individuals, based on how serious or substantial these are, and how likely they are to happen; and
- to limit the scope.

In the event of a security incident or breach, staff must immediately inform the Data Protection Officer (Judicium). All breaches must be logged on to the Jedu Portal for all schools and Trust Central Site.

The data protection officer will take the lead on investigating the breach. In the event where Judicium is not responding or not reachable for whatever reason, the Head of Data for the Trust will take the lead on investigating a breach.

Steps to take where personal data has been sent to someone not authorised to see it:

- Inform the recipient not to pass it on or discuss it with anyone else;
- Inform the recipient to destroy or delete the personal data they have received and get them to confirm in writing that they have done so;
- Explain to the recipient the implications if they further disclose the data; and

- Where relevant, inform the data subjects whose personal data is involved what has happened so that they can take any necessary action to protect themselves.
- All MET emails are sent with a disclaimer on the bottom so that a recipient of an email sent in error should know what actions to take.

### Assessing the risk

Perhaps most important is an assessment of potential adverse consequences for individuals, how serious or substantial these are and how likely they are to happen.

Examples of the type of questions to consider: What type of data is involved?	
How sensitive is it?	
If data has been lost or stolen, are there any protections in place such as encryption?	
What has happened to the data?	i.e. If 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
Estimate how many individuals' personal data are affected by the breach	
Who are the individuals whose data has been breached?	Whether they are pupils/students, staff, parents or governors for example, will to some extent determine the level of risk posed by the breach and, therefore, your actions in attempting to mitigate those risks
What harm can come to those individuals?	Are there risks to physical safety or reputation, of financial loss or a combination of these and other aspects of their life?
Are there wider consequences to consider such as a loss of public confidence in the educational service the Trust provides?	
Establish whether there is anything you can do to recover any losses and limit the damage the breach can cause.	

### Notifying the ICO and individuals, where relevant

#### a) Who is responsible?

In our Trust, the Data Protection Officer (Judicium) is the point of contact for staff and the ICO on this policy and on all matters relating to data protection. Trust Head of Data also holds the DPO responsibility and can be informed and reached out to, if staff does not have access to Jedu Portal or cannot reach Judicium.

The Data Protection Officer is also responsible for notifying the ICO and individuals (where applicable) of relevant personal data breaches.

#### b) What breaches do we need to notify the ICO about?

When a personal data breach has occurred, we need to establish the likelihood and severity of the resulting risk to people's rights and freedoms. If it's likely that there will be a risk then we must notify the ICO; if it's unlikely then we don't have to report it.

If we decide we don't need to report the breach, we need to be able to justify this decision, and we will document it in the breach log. There is a new log for each academic year with a folder for supporting documentation.

### **c) When to notify the ICO and dealing with delays**

Notifiable breaches must be reported to the ICO without undue delay, but not later than 72 hours after becoming aware of it.

If we don't comply with this requirement, we must be able to give reasons for the delay.

In some instances it will not always be possible to investigate a breach fully within 72 hours, to understand exactly what has happened and what needs to be done to mitigate it.

Where that applies we should provide the required information in phases, as long as this is done without undue further delay.

### **d) Breach information to the ICO**

When reporting a breach, we will provide the following information:

- a description of the nature of the personal data breach including, where possible:
- the categories and approximate number of individuals concerned;
- and the categories and approximate number of personal data records concerned;
- details of our Data Protection Officer and how to contact them;
- a description of the likely consequences of the personal data breach; and
- a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

### **e) Individuals**

Where notification to individuals may also be required, the Data Protection Officer will assess the severity of the potential impact on individuals as a result of a breach and the likelihood of this occurring. Where there is a high risk, we will inform those affected as soon as possible, especially if there is a need to mitigate an immediate risk of damage to them.

### **g) Information to individuals**

The Data Protection Officer will consider who to notify, what we are going to tell them and how we are going to communicate the message. Where there is a serious breach the respective Headteacher of the school will prepare a press statement ready for use if necessary. Where the breach affects the whole trust the CEO will prepare this statement. This will depend to a large extent on the nature of the breach but will include the name and contact details of our data protection officer (where relevant) or other contact point where more information can be obtained; a description of the likely consequences of the personal data breach; and a description of the measures taken, or proposed to be taken, to deal with the personal data breach and including, where appropriate, of the measures taken to mitigate any possible adverse effects.

The breach need not be reported to individuals if:

- We have implemented appropriate technical and organisational protection measures, and those measures were applied to the personal data affected by the personal data breach;

- We have taken subsequent measures which ensure that the high risk to the rights and freedoms of data subjects is no longer likely to materialise;
- It would involve disproportionate effort (in this case a public communication may be more appropriate).

In the case of a breach affecting individuals in different EU countries, we are aware that the ICO may not be the lead supervisory authority. Where this applies, the Data Protection Officer should establish which European data protection agency would be the lead supervisory authority for the processing activities that have been subject to the breach.

#### **h) Third parties**

In certain instances the Data Protection Officer may need to consider notifying third parties such as the police, insurers, professional bodies, bank or credit card companies who can assist in reducing the risk of financial loss to individuals.

#### **i) Document all decisions**

The Data Protection Officer must document all decisions that we take in relation to security incidents and data breaches, regardless of whether or not they need to be reported to the ICO. These are recorded in the breach log.

#### **Evaluate our response and mitigation steps**

We investigate the cause of any breach, decide on remedial action and consider how we mitigate it. As part of that process we also evaluate the effectiveness of our response to incidents or breaches. To assist in this evaluation we consider:

- What personal data is held, where and how it is stored
- Risks that arise when sharing with or disclosing to others
- This includes checking the method of transmission to make sure it's secure and that we only share or disclose the minimum amount of data necessary
- Weak points in our existing security measures such as the use of portable storage devices or access to public networks
- Whether or not the breach was a result of human error or a systemic issue and determine how a recurrence can be prevented – whether this is through better processes, further training or other corrective steps
- Staff awareness of security issues and look to fill any gaps through training or advice
- The need for an action plan for dealing with serious incidents
- The group of people responsible for reacting to reported breaches of security

# Data Breach Procedure Flowchart

## Maiden Erlegh Trust Data Breach Procedure

