

Be ready to report



SchoolPro TLC
Leadership Capacity

DATA BREACHES

Examples of a data breach are:

Access by an unauthorised third party

Sending personal data to an incorrect recipient

Computing devices containing personal data being lost or stolen

Loss of availability of personal data

In school, this could include:

Sending an email to a group of parents using CC instead of BCC

Losing your planner with pupil details or your passwords in

Leaving your computer on and logged in when unattended

Printing a document but it not being on the printer when you go to collect it

WHAT IS A DATA BREACH?

A data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data.

IF YOU SUSPECT A BREACH HAS OCCURRED, REPORT IT IMMEDIATELY TO: