School Breach Management Report

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| Date breach reported |  |
| Name of person reporting the breach | This is the person who has identified the breach |
| Member of staff managing the breach |  |

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| What breach has occurred  (Key facts – use initials rather than names) | What data has been lost or accessed by an unauthorised person |
| Date the breach occurred | When did it happen |
| How many individuals does the breach effect | How many people and if a parent, child, staff member or group of people. |
| What categories of data have been breached | What categories of personal information has been shared and does the breach include sensitive data |
| What is the likely impact of the breach | This will be the impact of the breach on the data subject(s) |
| What immediate action has been taken | To contain the breach and prevent it from getting larger |
| Has the data subject been told of the breach | Have they been contacted already or will they be contacted? |
| Date DPO advised | Email this completed form to the DPO |
| DPO recommendation | Including the need to notify the ICO |
| Date ICO notified | If applicable |
| Further action required | What additional steps must be taken to reduce the impact of the breach or reduce the risk of repetition. i.e. improvements to procedures or staff training |
| Date actions completed and breach closed | DPO signs off the breach when actions completed. |