

## **External Data Protection Officer:**

Judicium Consulting Limited

Email: dataservices@judicium.com

Lead Contact: Craig Stilwell

School Data Controller: Melissa Hendry, Head Teacher

School Data Protection Officer: Eileen Lawlor, School Business Manager

## A data breach is identified

(Destruction, loss, alteration, unauthorised disclosure of or access to

Inform the Data Controller and/or the Data Protection Officer

Ensure the ICO is informed within 72 hours where appropriate

Identify actions to stop any further data loss and attempt recovery if possible Consider whether the data subject needs to be notified of the breach

Investigate the circumstances of the breach

Modify existing procedures to prevent a recurrence

Provide feedback to the school governors

Publicise learning outcomes to staff.