

Queensgate Foundation Primary School



Data Protection Policy

November 2018

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DATA PROTECTION POLICY
Queensgate Foundation Primary School

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body on 12th November 2018

It is due for review November 2020 (up to 24 months from the above date).

Signature *Sillito* Head Teacher Date *28/11/2018*

Signature *R. Webb* Chair of Governors Date *28/11/18*



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| Author/s: | Vanda Niemiec – Senior Information Officer and Deputy Data Protection Officer Vanda.niemiec@iow.gov.uk ☎ (01983) 821000 Ext 6329 |
| Sponsor: | Justin Thorne – Principal Lawyer and Deputy Monitoring Data Protection Officer Justin.thorne@iow.gov.uk ☎ (01983) 821000 Ext 6334 |
| Consultation: | ICT; Helen Miles – Data Protection Officer |
| Approved by: | Helen Miles – Head of Legal Service and Data Protection Officer |
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Contents

| | | |
|------|---|----|
| 1. | Document Information | 3 |
| 2. | Contents | 4 |
| 3. | Introduction | 5 |
| 4. | Scope & Purpose | 5 |
| 5. | Policy Statement | 5 |
| 6. | Confidentiality and Security | 5 |
| 7. | Obligations on staff and elected members | 6 |
| 8. | Definitions | 7 |
| 9. | Categories of Individuals | 8 |
| 10. | Overseas Data Transfer | 8 |
| 11. | Obtaining, Recording, Using and Disclosing | 8 |
| 12. | The Six Principles of GDPR | 9 |
| 12.1 | Lawfulness of processing conditions | 10 |
| 12.2 | Special conditions for sensitive (special categories) personal data | 11 |
| 12.3 | Individuals' Rights | 12 |
| 13. | How to exercise your data subject rights | 14 |
| 14. | Process for reasons of legal duty | 15 |
| 15. | Data processors and partner agencies | 15 |
| 16. | Privacy Impact Assessments (PIAs) | 15 |
| 17. | Data Sharing Agreements | 16 |
| 18. | Data Protection Officer | 16 |
| 19. | Training | 16 |
| 20. | Personal Data Breaches | 16 |



Introduction

The General Data Protection Regulation and Data Protection Act 2018 replaced the Data Protection Act 1998 in May 2018. This legislation governs how personal data should be handled to protect individuals and is hereinafter collectively referred to as data protection legislation.

Queensgate Foundation Primary School is classed as a Data Controller under data protection legislation as it collects, stores and controls how personal information is managed.

Consequently, it is required to hold, manage and process any personal data fairly, lawfully and in accordance with all data protection legislation requirements.

Scope & Purpose

The purpose of this policy is to define the school's responsibilities under data protection legislation, providing assurance that all personal data is managed in compliance with the statutory obligations.

This policy is designed to provide an overview of how personal data should be handled to ensure compliance with relevant legislation.

This policy applies to all who have access to personal data held by the school, whether employees, agency staff, elected members (or other public representatives), trustees, employees of associated organisations or volunteers. It includes those who work at home or have remote or flexible patterns of working.

Policy Statement

This policy sits within the Information Governance Framework which includes policies on Information Security and Freedom of Information.

This policy will be reviewed every 2 years as part of the information governance assurance program.

Confidentiality and Security

The school recognises the importance of the personal information it processes. Personal information will be maintained with an appropriate level of security to ensure compliance with relevant legislation.

Personal data should be managed carefully and processed in accordance with the data protection legislation. The council also recognises that article 8 of the Human Rights Act 1998 affords protection to individual's personal information. This means that the council will only seek to process personal information that may infringe this right, where it is lawful, proportionate and necessary to do so.

Some personal data may also attract a duty of confidence initially, particularly when given in a health or social work environment.



Employees, agency staff, elected members (or other public representatives), trustees, employees of associated organisations or volunteers have a duty to ensure that personal information is not knowingly or recklessly misused, lost, or destroyed.

- Manual files (paper records) - access must be restricted solely to relevant staff and stored in secure locations (eg lockable cabinets), to prevent unauthorised access.
- Computer systems will be configured and computer files created with adequate security levels to preserve confidentiality, and ensure only those that need access have access. Those who use the school's computer equipment will have access only to the data that is both necessary for the work they are doing and held for the purpose of carrying out that work. Access will only be provided once relevant training has been undertaken and appropriate authorisation given.
- Those with access to personal information must comply with all school policies relating to the management of information including: use of electronic equipment and email, information security, protective markings. All policies are available on the school's shared drive and internet sites, as appropriate.
- Personal data will be disclosed only to the data subject (the individual the information relates to) and those who are entitled to have access to for the provision of a service or for a legal obligation. The Privacy notice that is issued at the time of collecting personal data will explain who the data may be shared with.
- At certain times it may be required that personal data be disclosed under one of the exemptions within the data protection legislation. These exemptions allow for personal data to be shared for the purposes of the prevention or detection of crime; or the assessment or collection of tax, for example, without gaining consent from the data subject. If there is a requirement for this, appropriate authorisation will be obtained, and an audit trail will be kept to provide accurate records of any disclosures of personal data.
- The school will ensure that appropriate technical and organisational measures are taken when transferring personal information, in accordance with our security policy. The level of security will be proportionate to the damage that may arise in the event of a security breach or loss of data. Sensitive personal data should only be transferred by way of secure electronic transfer. Manual transfer of sensitive personal information should be undertaken via a secure means as detailed in our Protective Marking Policy.

Obligations on staff and elected members

All individuals who have access to personal information at work, have a personal responsibility to ensure that all processing complies with data protection principles. All employees are required to undertake training on data protection to ensure they are aware of their responsibilities for handling personal data.

Personal data should not be shared without being satisfied that the other party has a right to have the data. This may include obtaining appropriate authorisation or checking the relevant contract/Data Exchange Agreement/Information Sharing Protocol. These agreements/protocols govern what information will be shared, with which organisations, under what circumstances. They should include practical



arrangements for how we and our partners will manage information in accordance with the act and this and related policies.

Any individual who knowingly, or recklessly, processes data for purposes other than those for which it is intended, or is deliberately acting outside of their recognised responsibilities, may be subject to the school's disciplinary procedures, including dismissal where appropriate, and possible legal action liable to prosecution. All individuals permitted to access personal data in line with their work duties must comply with this policy and agree to undertake any relevant training that may be appropriate to the job/position being undertaken.

As well as the school, individuals can also be prosecuted for unlawful action under the act. Upon summary conviction (in a Magistrate's Court), fines of up to £5000 could result if employees process information about other people without their consent or proper authorisation from the council. Upon conviction or indictment (Crown Court), the fine can be unlimited. Employees could be committing an offence by sharing information with others who do not need to be told that information in order to carry out their legitimate council duties.

Any complaint that alleges that the school, or a member of staff, has failed to comply with the Data Protection Act, should be sent to the Corporate Information Unit ("CIU") who will investigate on behalf of our Data Protection Officer and Caldicott Guardian. In addition, any incidents relating to the loss of; inappropriate access to; unlawful sharing of, personal data, must also be reported to the CIU (email: ciu@iow.gov.uk).

Queensgate Foundation Primary School's Data Protection Officer is the Head of Legal Services and Monitoring Officer, County Hall, Newport, Isle of Wight, PO30 1UD. (email: dpo@iow.gov.uk)

Definitions

- a) **Personal Data** – any information relating to an identified or identifiable natural person.
- b) **Special Categories of Personal Data or Sensitive Personal Data** – data consisting of racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation, or criminal activity.
- c) **Processing Personal Data** – is essentially any action involving personal data, this can include storing, sharing, creating, altering, organising or deleting. It is not limited to these examples and applies to both physical and electronically held data.
- d) **Data Subject** – is an individual who is the subject of personal data.
- e) **Data Controller** – is a person or organisation who decides the purposes for processing personal data. Queensgate Foundation Primary School is a data controller.
- f) **Data Protection Officer (DPO)** – Is the designated person within an organisation that has responsibility for ensuring 'legal' compliance with GDPR, which relates only to personal data. The DPO for Queensgate



Foundation Primary School is the Head of Legal Services and Monitoring Officer and can be contacted at dpo@iow.gov.uk.

Categories of Individuals

The school provides a number of services including Social Services for Adults, Children and Families; Housing; Planning; Council Tax; Housing Benefit; Environmental Health; Licensing; Leisure and Parking Services. Therefore the council will process a significant amount of personal data relating to all individuals who may engage with these service areas. The information processed will include special categories of personal data such as data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and data concerning health or a natural person's sex life or sexual orientation.

Overseas Data Transfer

Personal data shall not be transferred to a country outside the European Union unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Obtaining, Recording, Using and Disclosing

- Processing

Each of these activities comes within the definition of processing. Processing in relation to personal data, means carrying out any of the processing activities "on the data".

Any activity/operation performed on personal data - whether held electronically or manually, such as obtaining, recording, holding, disseminating or making available the data, or carrying out any operation on the data.

This includes, organising, adapting, amending and processing the data, retrieval, consultation, disclosure, erasure or destruction of the data. (It is difficult to envisage any activity, which does not amount to processing)

All processing of personal data will comply with the data protection principles. In the situation where a third party processes data, the third party will be required to act in a manner which ensures compliance with data protection legislation and have adequate safeguards in place to protect the personal data.

- Obtaining

It is a requirement that any data collection forms used in order to collect personal data will contain a "Privacy Notice". The statement will need to be clearly visible and placed appropriately so the data subject (individual to whom the information relates) is fully aware of the intended uses of their personal data. It should also include as a matter of good practice, the padlock symbol to assist drawing to the attention that personal information is being collected.

The information that would need to be supplied on a fair processing notice is as follows:



- The identity of the data controller or appointed representative
- The purpose or purposes for which the information is intended to be processed
- Any further information in order to make the processing fair.
- Who the data will be shared with
- How long it will be retained
- Details of the data subjects rights

It is also very important to remember, that when collecting data via the telephone or face to face, the above information should also be made clear to the data subject, before any processing of their personal data takes place.

The school will carefully consider the purposes for which it will use the personal information collected, both at the instant of collection and in the future. Before any further use of the information is considered the school will check the original fair processing notice given. If it is an unrelated purpose, that is not exempted by the Act, such as for the purposes of crime prevention, then the council may not be authorised to use the information.

- Recording and using the data

Data will only be processed for the purpose for which it was collected and should not be used for additional purposes unless permitted by the Act.

At the time of collection, the council will inform all individuals of why their personal data is being collected. This will include the inclusion of a privacy notice on all forms, explaining what information is needed and why; who it will be shared with; how long it will be retained for etc. All information will be processed fairly and lawfully and in line with the purpose for which it has been given. In most cases, the school will need to hold and process information in order to carry out statutory obligations.

- Disclosing

Personal data must not be disclosed, except to authorised users, other organisations and people who are pre-defined as a notified recipient, or if required under one of the exemptions within the data protection legislation.

The Corporate Information Unit (CIU), Legal Services, co-ordinates requests for personal information from other agencies such as the police, other local authorities and partner agencies. This is to ensure that there is a justified reason to share, and to apply consistency and for audit purposes. CIU will then contact the relevant department/s to discuss the request.

The Six Principles of GDPR

Data protection legislation sets out statutory principles that form the basis of the school's main responsibilities under the legislation. One such principle is the accountability principle which requires organisations to be able to demonstrate **how** they comply with the other following principles.



| Principles |
|---|
| 1. Processed lawfully, fairly and in a transparent manner in relation to individuals. |
| 2. Collected for specific, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historic research purposes or statistical purposes shall not be considered incompatible with the initial purpose. |
| 3. Adequate, relevant and limited to what is necessary in relation to the purposes for which it permits identification of data subjects for no longer than is necessary for the purposes for which the personal processed. |
| 4. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay |
| 5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals. |
| 6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. |

The school is able to demonstrate it meets the above principles by way of the following policy aims.

Lawfulness of processing conditions

Under Data Protection legislation, the school needs to identify a lawful basis on which they can process an individual's data. These are referred to as the "conditions for processing" or legitimising reasons.

The school is required to ensure it meets the conditions for processing and will need to explain to individuals whose data it holds, how it meets those conditions and what the individuals' rights are to ensure their data is managed appropriately.

The table below sets out the lawful basis for processing personal data. When the school collects personal data it will issue a Privacy Notice which will clearly explain what lawful basis is relevant for the specific data collection.



| |
|---|
| Conditions for processing |
| 6 (1) (a) Consent of the data subject |
| 6 (1) (b) Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract |
| 6 (1) (c) Processing is necessary for compliance with a legal obligation |
| 6 (1) (d) Processing is necessary to protect the vital interests of a data subject or another person. |
| 6 (1) (e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. |

Special conditions for sensitive (special categories) personal data

In addition to the above conditions, where the council processes special categories of personal data, it must also be able to demonstrate that it satisfies one of the conditions below.

| |
|---|
| Condition for processing special categories of data |
| 9 (2) (a) Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State Law |
| 9 (2) (b) Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement |
| 9 (2) (c) Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent. |
| 9 (2) (d) Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates only to member or former members. |
| 9 (2) (e) Processing relates to personal data manifestly made public by the data subject. |
| 9 (2) (f) Processing is necessary for the establishment, exercise or in defence of legal claims or where courts are acting in their judicial capacity. |
| 9 (2) (g) Processing is necessary for reasons of substantial public interest on the basis of Union or Member State Law which is proportionate to the aim pursued and which contains appropriate safeguards. |
| 9 (2) (h) Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State Law or a contract with a health professional. |
| 9 (2) (i) Processing is necessary for the reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical |

devices.

9 (2) (j) Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in accordance with the GDPR.

Individuals' Rights

One of the key obligations on organisations who manage and control individuals' data is to ensure the individual is informed about their rights under data protection legislation which gives them control over how their information is used and by whom.

The data subject rights may be qualified which means that there may be occasions when we are unable to comply with the request due one of the exemptions specified in the act or regulations apply. If an exemption is applied the council will notify the data subject of which exemption applies and give reasons for the decision to apply the exemption.

These rights are detailed as follows

a) The right to be informed

This is the right to know how information is used and who it will be shared with. The school has a Privacy Notice on its website (www.queensgateprimary.co.uk) which outlines how personal data is managed. In addition, whenever the school collects personal data, a Privacy Notice will be issued detailing what information is needed and why; who it will be shared with; how long it will be held for; and details of the rights an individual has for access/rectification/erasure. The notice will also include details of the Data Protection Officer.

Should an individual feel that the information supplied in the Privacy Notice is inadequate or that it doesn't inform them about the how their information is used by the school, please contact the school's Data Protection Officer for more information at dpo@iow.gov.uk.

b) The right of access

This is an individual's right to obtain

- confirmation that data is being processed
- access to personal data
- access to policies and information held by the council about how it uses data

This right enables individuals to verify that the school is using data appropriately as well as providing access to obtain copies of information it holds.

Individuals are entitled to see the information held and can request a copy by emailing admin@queensgateprimary.co.uk. Requests should clearly identify which school department may hold the information or which department/s the individual has had contact with, to assist with identifying relevant information. There is also a form available to submit a request which may assist with clarifying what information is sought.



A reply will be sent within one month of the date of the request, providing copies of the information held. However, should a request be more complex, the school may require additional time to deal with the matter, in which case we will contact the requestor and inform them.

c) The right to rectification

Individuals have a right to ask to have information amended or rectified if they believe it is inaccurate or incomplete.

If you believe any information we hold about you to be incorrect, please email admin@queensgateprimary.co.uk

We will deal with all requests and consider whether any amendment, or annotation, is necessary.

d) The right to erasure/ right to be forgotten

This right allows individuals to request an organisation to delete information they hold about them.

However, the right to erasure does not provide an absolute 'right to be forgotten'. Individuals have a right to have personal data erased and to prevent processing in specific circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- When the individual withdraws consent (where consent was relied upon for the processing).
- When the individual objects to the processing and there is no overriding public interest for continuing the processing.
- The personal data was unlawfully processed (ie otherwise in breach of the Data Protection legislation).
- The personal data has to be erased in order to comply with a legal obligation.

Requests will be considered on a case by case basis, taking into account the purpose for the holding of the personal data. Where a service is still being provided, or where there are legal obligations to retain personal data, the request may be refused.

e) The right to restrict processing

Individuals have a right to limit how their personal data is used, including who it is shared with.

A request for information to be used for limited purposes will not delete the information the school holds.



Should you wish the school to limit how we use your data please email dpo@iow.gov.uk with the reasons for your request.

f) The right to data portability

This right enables individuals to obtain electronic copies of information that they have provided to the school, in a format that is easily transferred to either individuals or another organisation. This right is limited to that data that has been provided by the data subject in an electronic format and is held by the school in an electronic format.

g) The right to object

In addition to the right to limit the use of data, individuals also have a right to object to the use of data for certain actions. If an organisation agrees to your objection, it must stop using your data for that purpose unless it can give strong and legitimate reasons to continue using your data despite your objections.

The school will consider each case on an individual basis and will take appropriate steps to ensure requests are complied with but that it also fulfils any legal obligation it has to provide information or supply services.

h) Children's data

Data Protection legislation provides greater rights and protection to children's data as children may be less aware of the risks and consequences associated with the processing of their personal data.

Children aged 13 or above are generally regarded as having the appropriate level of understanding to provide their own consent for the use of their data, provided the Privacy Notice has been written in a way they can understand.

How to exercise your data subject rights

Where an individual data subject has a question or complaint regarding their rights they are encouraged to make contact in writing (email) to admin@queensgateprimary.co.uk in the first instance.

Data subjects who consider that data is inaccurate or out of date are asked to contact the school, providing details of what information should be corrected or erased. A response will be sent within one month, advising whether the request can be agreed and what action has been taken.

A notice may be served by the data subject objecting to the processing and/or way in which the information is being processed, requesting the school to cease doing so on the basis that this may cause substantial unwarranted damage or distress to the data subject. A written response indicating the school's intentions will be given within one month of receiving the request. This will explain whether or not the school intends to comply with the request, including any parts of the request which the school considers unjustified.



Data subjects may ask the school for an explanation of any decision likely to significantly affect them which has been, or may be, taken solely by wholly automated means. The school will consider a request and consider reviewing a decision which has been taken, or, consider taking a new decision on a different basis, in circumstances where either course of action is appropriate and timely, unless the automated decision qualifies as an exempt decision.

If a data subject remains dissatisfied with a response received, they may ask for the matter to be referred to the Council's Data Protection Officer for internal review.

Ultimately if a data subject continues to be dissatisfied, she/he has the right to appeal to ask the Information Commissioner's Office (ICO).

Process for reasons of legal duty

The school may receive requests for disclosure or other processing of personal data from partner agencies. This can include processing that is required to comply with court orders, or requests from the police or other enforcement body for the purposes of crime prevention or prosecution.

Data processors and partner agencies

All partner agencies, contractors or other data processors that the school contracts with must demonstrate the technical and operational ability to uphold the principles of Data Protection legislation

The school will expect partner agencies that act on our behalf to enter into appropriate contractual clauses or data processing agreements to ensure that each party understands their respective responsibilities under the data protection legislation.

Privacy Impact Assessments (PIAs)

Privacy Impact Assessments should be completed at the start of any new project that involves the processing of personal data. Under data protection legislation they are required (mandatory) for certain listed types of processing, or any other processing that is **likely to result in a high risk** to individuals' interests. This includes where you plan to:

- use systematic and extensive profiling with significant effects;
- process special category or criminal offence data on a large scale; or
- systematically monitor publicly accessible places on a large scale.
- use new technologies;
- use profiling or special category data to decide on access to services;
- profile individuals on a large scale;
- process biometric data;
- process genetic data;
- match data or combine datasets from different sources;
- collect personal data from a source other than the individual without providing them with a privacy notice ('invisible processing');
- track individuals' location or behaviour;
- profile children or target services at them; or
- process data that might endanger the individual's physical health or safety in the event of a security breach



The school is adopting good practice, and is recommending that these agreements are completed for all projects that involve the processing/sharing of personal data.

The purpose of a PIA is to

- o describe the nature, scope, context and purposes of the processing;
- o assess necessity, proportionality and compliance measures;
- o identify and assess risks to individuals; and
- o identify any additional measures to mitigate those risks.

Data Sharing Agreements

The school will write, uphold and regularly review Data Sharing Agreements when sharing information with other parties. Data Sharing Agreements are to be used where there is routine sharing of personal data, both internal between council departments, and external with partner agencies and other third parties.

All contracts with third parties should include a data processing schedule that includes all data sharing details. Where these are in place, there is no need for a separate data sharing agreement.

Where there is no contract in place, a data sharing agreement should be completed to formalise the routine sharing of data, including details of what will be shared; for what purpose; and the security and retention arrangements.

All of the school's data sharing and data processing arrangements are written in line with the ICO's Data Sharing Code of Practice, ICO's guidance on the role of Data Controllers and Data Processors and relevant council policies.

Data Protection Officer

The Head of Legal Service and Monitoring Officer, in their role as Data Protection Officer, is responsible for ensuring compliance with this policy and overall information governance across the school.

The DPO is assisted with their responsibilities by appointed deputies and the Corporate Information Unit (a team of information governance specialists)

Training

The school will ensure that any new or altered processing identifies and assesses the impact on a data subject's privacy as a result of any processing of their personal data, and that appropriate Privacy Notices are maintained to inform data subjects of how their data will be used. These will be assessed in line with the Privacy Impact Assessment attached at Appendix 1.

Personal Data Breaches

The school has a process in place to ensure all staff know when and how to report any actual or suspected data breach, and that appropriately trained staff manage these breaches correctly, lawfully and in a timely manner.



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.

If a personal data breach occurs then the school will consider whether this poses a risk to people. The school will consider the likelihood and severity of any risk to people's rights and freedoms, following the breach. If after this assessment the school considers there will be a risk then the school must notify the DPO; if it's unlikely then the school will record the incident but not report it. If there remains uncertainty the school will seek the guidance of the DPO.

Data Protection legislation imposes a duty on the school to report data breaches to the Information commissioner's office within 72 hours of becoming aware of the breach. In some cases it is also required to notify the data subjects where it is considered there may be a high risk to their privacy.

All employees, elected members, partner agencies, contractors, have a responsibility to report security incidents and breaches of this policy as quickly as possible through the school's Data Breach Incident Reporting Form, which can be found on the staff shared drive.

If relevant the investigating officer may refer the breach to the appropriate manager and or human resources so that they may investigate whether the breach may also require separate disciplinary proceedings.

Any incidents of data breach or near miss should be reported to the DPO.

EXAMPLE - Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

Further advice on any aspects of processing personal data is available from the Corporate Information Unit at ciu@iow.gov.uk.



