

Data Breach Procedure

Policy Type: Discretionary
 Issue Date: 6th June 2026
 To Be Reviewed: Biennially: 6th June 2028
 Approved by: Chief Executive Officer
 Policy Owner: Chris Roberts

Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
5.1	Added - 'either directly or through their individual school's Data Protection Senior Leader.'
10, 11 and 16.2	Executive Headteacher replaced with CEO.

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
ICO	Information Commissioner's Office

Contents

1.	Procedure Statement.....	2
2.	About This Procedure.....	2
3.	Definition of Data Protection Terms.....	2
4.	Identifying a Data Breach.....	2
5.	Reporting a Data Breach Upon Discovery.....	3
6.	Investigating a Suspected Data Breach	3
7.	Breach Minimisation	4
8.	Breach Investigation.....	4
9.	Breach Analysis	4
10.	External Communication.....	5
11.	Law Enforcement.....	5
12.	Other Organisations	5
13.	Information Commissioner's Office (ICO).....	5
14.	Other Supervisory Authorities.....	6
15.	Data Subjects	6
16.	Press	7
17.	Producing Breach Notification Report	7
18.	Evaluation and Response.....	7
	Appendix 1: Definitions of Data Protection Terms.....	8

1. Procedure Statement

- 1.1 Orbis Education Trust is committed to the protection of all personal data and special category personal data for which we are the data controller.
- 1.2 The law imposes significant fines for failing to lawfully process and safeguard personal data and failure to comply with this procedure may result in those fines being applied.
- 1.3 All members of our workforce must comply with this procedure when processing personal data on our behalf. Any breach of this procedure may result in disciplinary or other action.

2. About This Procedure

- 2.1 This procedure informs all of our workforce on dealing with a suspected or identified data breach.
- 2.2 In the event of a suspected or identified breach, the trust must take steps to minimise the impact of the breach and prevent the breach from continuing or reoccurring.
- 2.3 Efficient internal management of any breach is required, to ensure swift and appropriate action is taken and confidentiality is maintained as far as possible.
- 2.4 The trust must, also, comply with its legal and contractual requirements to notify other organisations including the Information Commissioners Office (ICO) and, where appropriate, data subjects whose personal data has been affected by the breach. This includes any communications with the press.
- 2.5 Failing to appropriately deal with and report data breaches can have serious consequences for the trust and for data subjects including:
 - 2.5.1 identity fraud, financial loss, distress or physical harm.
 - 2.5.2 reputational damage to Orbis Education Trust.
 - 2.5.3 fines imposed by the ICO.

3. Definition of Data Protection Terms

All defined terms in this procedure are indicated in bold text and a list of definitions is included in Appendix 1 to this procedure.

4. Identifying a Data Breach

- 4.1 A data breach is a **breach of security** leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, **personal data**.

4.2 This could be the result of a breach of cyber security, such as a hack or virus, or it could be the result of a breach of physical security such as loss or theft of a mobile device or paper records. A data breach includes loss of data and so does not have to be the result of a conscious effort of a third party to access the data. Some examples of potential data breaches are listed below:

- 4.2.1 leaving a mobile device on a train;
- 4.2.2 theft of a bag containing paper documents;
- 4.2.3 destruction of the only copy of a document; and
- 4.2.4 sending an email or attachment to the wrong recipient; and
- 4.2.5 using an unauthorised email address to access personal data; and
- 4.2.6 leaving paper documents containing personal data in a place accessible to other people.

5. Reporting a Data Breach Upon Discovery

5.1 If any member of our **workforce** suspects, or becomes aware, that a data breach may have occurred (either by them, another member of our **workforce**, a **data processor**, or any other individual) then they must contact:

Mr Christopher Roberts, the Data Protection Officer (DPO) immediately at:
dpo@orbismat.com

either directly or through their individual school's Data Protection Senior Leader.

5.2 The data breach may need to be reported to the ICO, and notified to **data subjects**. This will depend upon the risk to **data subjects**. The DPO must always be consulted in making a decision as to whether to report a data breach to the ICO. Initial investigations will inform as to whether the data breach should be reported.

5.3 If it is considered to be necessary to report a data breach to the ICO then the trust must do so within 72 hours of discovery of the breach.

5.4 The trust may also be contractually required to notify other organisations of the breach within a period following discovery.

5.5 It is, therefore, critically important that whenever a member of our **workforce** suspects that a data breach has occurred, this is reported internally to the DPO immediately.

5.6 Members of our **workforce** who fail to report a suspected data breach could face disciplinary or other action.

6. Investigating a Suspected Data Breach

6.1 In relation to any suspected data breach the following steps must be taken as soon as possible. These do not have to be carried out as individual tasks and the most appropriate

way of dealing with any breach will depend on the nature of the breach and the information available at any time.

7. Breach Minimisation

- 7.1 The first step must always be to identify how the data breach occurred, the extent of the data breach and how it can be minimised. The focus will be on containing any data breach and recovering any **personal data**. Relevant departments must be involved, such as IT, to take technical and practical steps where appropriate to minimise the breach. Appropriate measures may include:
- 7.1.1 remote deactivation of mobile devices;
 - 7.1.2 shutting down IT systems;
 - 7.1.3 contacting individuals to whom the information has been disclosed and asking them to delete the information;
 - 7.1.4 recovering lost data;
 - 7.1.5 deactivation of account privileges.

8. Breach Investigation

- 8.1 When the trust has taken appropriate steps to minimise the extent of the data breach it must commence an investigation as soon as possible to understand how and why the data breach occurred. This is critical to ensuring that a similar data breach does not occur again and to enable steps to be taken to prevent this from reoccurring.
- 8.2 Technical steps are likely to include investigating, using IT forensics where appropriate, to examine processes, networks and systems to discover:
- 8.2.1 what data/systems were accessed;
 - 8.2.2 how the access occurred;
 - 8.2.3 how to fix vulnerabilities in the compromised processes or systems;
 - 8.2.4 how to address failings in controls or processes.
- 8.3 Other steps are likely to include discussing the matter with individuals involved to appreciate exactly what occurred and why and reviewing policies and procedures.

9. Breach Analysis

- 9.1 In order to determine the seriousness of a data breach and its potential impact on **data subjects**, and so as to inform the trust as to whether or not the data breach should be reported to the ICO and notified to **data subjects**, it is necessary to analyse the nature of the data breach.
- 9.2 Such an analysis must include:

- 9.2.1 the type and volume of personal data which was involved in the data breach;
- 9.2.2 whether any special category personal data was involved;
- 9.2.3 the likelihood of the personal data being accessed by unauthorised third parties;
- 9.2.4 the security in place in relation to the personal data, including whether it was encrypted;
- 9.2.5 the risks of damage or distress to the data subject.

10. External Communication

All external communication is to be managed and overseen by the DPO/CEO.

11. Law Enforcement

- 11.1 The DPO/CEO will assess whether the data breach incident requires reporting to any law enforcement agency, including the police. This will be informed by the investigation and analysis of the data breach, as set out above.
- 11.2 The DPO/CEO shall coordinate communications with any law enforcement agency.

12. Other Organisations

- 12.1 If the data breach involves **personal data** which we process on behalf of other organisations then we may be contractually required to notify them of the data breach.
- 12.2 The trust will identify, as part of its investigation of the data breach, whether or not this is the case and any steps that must be taken as a result.

13. Information Commissioner's Office (ICO)

- 13.1 If the trust is the **data controller** in relation to the **personal data** involved in the data breach, which will be the position in most cases, then the trust has 72 hours to notify the ICO if the data breach is determined to be notifiable.
- 13.2 A data breach is notifiable unless it is unlikely to result in a risk to the rights and freedoms of any individual. The DPO will make an assessment of the data breach against the following criteria taking into account the facts and circumstances in each instance:
 - 13.2.1 the type and volume of personal data which was involved in the data breach;
 - 13.2.2 whether any special category personal data was involved;
 - 13.2.3 the likelihood of the personal data being accessed by unauthorised third parties;
 - 13.2.4 the security in place in relation to the personal data, including whether it was encrypted;

13.2.5 the risks of damage or distress to the data subject.

13.3 If a notification to the ICO is required, guidance is available on GDPRIS.

14. Other Supervisory Authorities

If the data breach occurred in another country or involves data relating to data subjects from different countries, then the DPO will assess whether notification is required to be made to supervisory authorities in those countries.

15. Data Subjects

15.1 When the data breach is likely to result in a high risk to the rights and freedoms of the **data subjects** then the **data subject** must be notified without undue delay. This will be informed by the investigation of the breach by the trust.

15.2 The communication will be coordinated by the DPO and will include at least the following information:

15.2.1 a description, in clear and plain language, of the nature of the data breach;

15.2.2 the name and contact details of the DPO;

15.2.3 the likely consequences of the data breach;

15.2.4 the measures taken or proposed to be taken by the trust to address the data breach including, where appropriate, measures to mitigate its possible adverse effects.

15.3 There is no legal requirement to notify any individual if any of the following conditions are met:

15.3.1 appropriate technical and organisational protection measures had been implemented and were applied to the data affected by the data breach; in particular measures which render the data unintelligible to unauthorised persons (e.g. encryption);

15.3.2 measures have been taken following the breach which ensure that the high risk to the rights and freedoms of the data subject is no longer likely to materialise;

15.3.3 it would involve disproportionate effort to contact individuals. In which case a public communication or similar equally effective measure of communication to the data subjects shall be issued.

15.4 For any data breach, the ICO may mandate that communication is issued to **data subjects**, in which case such communication must be issued.

16. Press

16.1 Staff shall not communicate directly with the press and shall treat all potential data breaches as confidential unless otherwise instructed in writing by the DPO.

16.2 All press enquiries shall be directed to the CEO.

17. Producing Breach Notification Report

All members of our **workforce** are responsible for sharing all information relating to a data breach with the DPO. Data breaches are to be reported by the DPO using GDPRiS.

18. Evaluation and Response

Reporting is not the final step in relation to a data breach. The trust will seek to learn from any data breach.

Therefore, following any breach an analysis will be conducted as to any steps that are required to prevent a breach occurring again. These might include reminders for all relevant members of our **workforce** to reinforce good practice, providing additional training, or, in more serious cases, new technical systems, processes and procedures being put into place.

Appendix 1: Definitions of Data Protection Terms

Term	Definition
Data	Information which is stored electronically, on a computer or in certain paper based filing systems.
Data Subjects	All living individuals about whom we hold personal data. This includes students, our workforce, staff and other individuals. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information.
Personal Data	Any information relating to an identified or identifiable natural person (a data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Data Controllers	The organisations which determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with Data Protection Legislation. We are the data controller of all personal data used in our business for our own purposes.
Data Users	Those of our employees whose work involves processing personal data. Data users must protect the data they handle in accordance with this data protection policy and any applicable data security procedures at all times.
Data Processors	Any person or organisation that is not a data user that processes personal data on our behalf and on our instructions.
Processing	Any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing, also, includes transferring personal data to third parties.
Special Category Personal Data	Includes information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition or sexual life, or genetic or biometric data.
Workforce	Includes, any individual employed by the trust such as staff and those who volunteer in any capacity including governors (and/or trustees/members/ parent/carers helpers.