**Data security incidents – brief checklist for schools:**

A data security incident can be defined as “a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.”

Initial actions:

🞏 Ensure that the Data Protection Lead and Headteacher are aware of the incident

🞏 Notify the Schools DPO, who will send you the ‘Form A’ data security incident report

🞏 Assess the risks - ensure that reasonable steps are put in place to contain, reduce or eliminate any risk (for example contacting an accidental email recipient and requesting for the data to be deleted)

🞏 Complete the Form A, and advise the Schools DPO of the initial score. Return the form fully signed and completed within 24 hours.

🞏 Keep a record all details of the incident, and store within your Data Protection records

🞏 Does the data subject or any third party need to be notified of the incident? If so, contact them as a matter of urgency. Ask the DPO for advice if required. Keep a record of whether the school has decided to provide notification.

Follow-up actions:

🞏 Ensure that the person responsible for the incident has completed their data protection training. If they haven’t, ensure they complete the course as a matter of urgency.

🞏 Has the Schools DPO reviewed the incident and confirmed that the incident is closed?

🞏 If requested to do so, complete the Form B to provide a more detailed review of the incident.

🞏 Have the school put appropriate measures in place to prevent a reoccurrence? Record any actions taken.

🞏 Once the incident is closed, provide appropriate feedback to the person responsible for the incident.

Please see the “Data Security Incident Management Procedure for Schools” document for a more detailed breakdown of the process.

For further information, please see the ICO guidance relating to data breaches:

[www.ico.org.uk/for-organisations/report-a-breach/personal-data-breach/personal-data-breaches-a-guide/](http://www.ico.org.uk/for-organisations/report-a-breach/personal-data-breach/personal-data-breaches-a-guide/)