**APPENDIX 1**

**DATA BREACH REPORT FORM**

**Please act promptly to report any data breaches. If you discover a data breach, please notify your Head Teacher of it immediately and report it via email to** [**linda.hall@moorside.newcastle.sch.uk**](mailto:linda.hall@moorside.newcastle.sch.uk)**. The Head Teacher will and inform the Data Protection Officer (DPO) Tanya Rossington at** [**DPO@gateshead.gov.uk**](mailto:DPO@gateshead.gov.uk)

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| **Section 1: Notification of Data Security Breach** | **To be completed by Head Teacher reporting incident** |
| **Date incident was discovered:** |  |
| **Date(s) of incident:** |  |
| **Place of incident:** |  |
| **Name of person reporting incident:** |  |
| **Contact details of person reporting incident (email address, telephone number):** |  |
| **Brief description of incident or details of the information lost:** |  |
| **Number of Data Subjects affected, if known:** |  |
| **Has any personal data been placed at risk? If, so please provide details:** |  |
| **Brief description of any action taken at the time of discovery:** |  |
| **For use by the Data Protection Officer** |  |
| **Received by:** |  |
| **On (date):** |  |
| **Forwarded for action to:** |  |
| **On (date):** |  |

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| **Section 2: Assessment of Severity** | **To be completed by the Lead Investigation Officer in consultation with the Head Teacher if appropriate IT where applicable** |
| **Details of the IT systems, equipment, devices, records involved in the security breach:** |  |
| **Details of information loss:** |  |
| What is the nature of the information lost? |  |
| How much data has been lost? If laptop lost/stolen: how recently was the laptop backed up onto central IT systems? |  |
| Is the information unique? Will its loss have adverse operational, research, financial legal, liability or reputational consequences for the School/Academy or third parties? |  |
| How many data subjects are affected? |  |
| Is the data bound by any contractual security arrangements? |  |
| What is the nature of the sensitivity of the data? Please provide details of any types of information that fall into any of the following categories: |  |
| **HIGH RISK** personal data   * Special Category data (as defined in the Data Protection Act) relating to a living, identifiable individual’s  1. Racial or ethnic origin; 2. Political opinions or religious or philosophical beliefs; 3. Membership of a trade union; 4. Physical or mental health or condition or sexual orientation; 5. Biometric data |  |
| * Information that could be used to commit identity fraud such as; personal bank account and other financial information; national identifiers, such as National Insurance Number and copies of passports and visas; |  |
| * Personal information relating to parents, staff and children |  |
| * Detailed profiles of individuals including information about work performance, salaries or personal life that would cause significant damage or distress to that person if disclosed; |  |
| * Spreadsheets of marks or grades obtained by students, information about individual cases of student discipline or sensitive negotiations which could adversely affect individuals |  |
| * Security information that would compromise the safety of individuals if disclosed. |  |

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| **Section 3: Action taken** | **To be completed by Data Protection Officer and/or Lead Investigation Officer** |
| **Incident number** | **e.g. year/001** |
| **Report received by:** |  |
| **On (date):** |  |
| **Action taken by responsible officer/s:** |  |
| **Was incident reported to Police?** | **Yes/No**  **If YES, notified on (date):** |
| **Follow up action required/recommended:** |  |
| **Reported to Data Protection Officer and Lead Officer on (date):** |  |
| **Reported to other internal stakeholders (details, dates):** |  |
| **For use of Data Protection Officer and/or Lead Officer:** |  |
| **Notification to ICO** | **YES/NO If YES, notified on:**  **Details:** |
| **Notification to data subjects** | **YES/NO If YES, notified on:**  **Details:** |
| **Notification to other external, regulator/stakeholder** | **YES/NO If YES, notified on:**  **Details:** |