

Data Breach Reporting Procedures

September 27th 2022

UK GDPR requires that we have an internal system in place to report and record breaches relating to personal data.

Data breaches include:

- Security incidents which have affected the confidentiality, integrity or availability of personal data.
- Any time that any personal data is accidentally lost, destroyed, corrupted, or disclosed
- Any time that someone accesses data or passes it on without proper authorisation
- Any time that data is made unavailable where this has a significant negative effect on individuals

How to report a data breach

If you notice that a data breach has occurred, you have a legal obligation to report this to us (via codemathshub@tpacademytrust.org) as soon as possible.

Your email should include:

- The date of the incident and the date that you became aware of the incident
- A description of what happened and what personal data was put at risk
- Any action taken or proposed to address the breach and mitigate its possible adverse effects
- Whether the data subject(s) are aware of the incident
- What technical and organisational security measures were in place at the time of the incident