St Edward's Church of England Academy

Learn for Life

Data Breach Policy

Approved By Trustees:
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Statutory Policy

Contents

THE VISION FOR EDUCATION WITHIN A CHURCH OF ENGLAND ACADEMY

There are fundamental reasons, rooted in the Bible, which have motivated centuries of Christian involvement in schooling in this country and around the world. The God of all creation is concerned with everything related to education.

There is a fresh articulation of the Church of England's vision for education as we meet the challenges and take the opportunities offered by the present situation. The vision is not simply for Church schools but, recognising the Church's involvement in education over many centuries, the Church of England seeks to promote educational excellence everywhere, for everyone. In Church schools like St Edward's Church of England Academy, the deeply Christian foundation for this vision will be seen explicitly in teaching and learning both in RE and across the curriculum, and also in the authentically Christian worship and ethos. The Church's vision for education can be expressed and promoted as one of human flourishing that inspires what the school is and does.

The vision is deeply Christian with the promise by Jesus of 'life in all its fullness' at its heart. This vision embraces the spiritual, physical, intellectual, emotional, moral and social development of children and young people. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, within a wider framework. This is worked out theologically and educationally through four basic elements which permeate our vision for education:

- Wisdom
- Hope
- Community
- Dignity

The vision, in line with the Church of England's role as the established Church, is for the common good of the whole community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings. It invites collaboration, alliances, negotiation of differences, and the forming of new settlements in order to serve the flourishing of a healthily plural society and democracy, together with a healthily plural educational system.

ST EDWARD'S CHURCH OF ENGLAND ACADEMY VISION, ETHOS AND VALUES

The Vision for Education at our Academy

At St Edward's Church of England Academy, we are commissioned to celebrate and support the talents and potential of all in our community (Matthew 28: 18-12). In our Academy, we are all journeying together in order to learn through faith, grow through hope and achieve through love (Corinthians 13:13), allowing all to live life in all its fullness (John 10:10).

We are an avowedly inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of and a space for flourishing and fulfilment because here…

…we are 10:10 people.

The ethos and values of St Edward's Church of England Academy are based on the teachings of Jesus Christ and underpin everything that we are and everything that we do, which is encompassed in the word 'RESPECT'.

Each letter links to the Academy motto – *Learn for Life*.
'Learn for Life'

- Recognise and Encourage everyone's potential, individual skills and talents

- Strive to be the best we can be

- Prepare for the challenges of life

- Empathise – promoting the values of respect, kindness, compassion, fairness, forgiveness, love, honesty and trust

- Christian – a community where we learn from the teachings of Jesus so that we can contribute to the family of St Edward's and beyond

- Teamwork – an environment where we work together so we can all achieve our potential

Policy

Data Breaches for Academies

Introduction

GDPR introduces a duty on all organisations to report certain types of data breaches to the ICO. A data breach is more than just losing personal information.

Acronyms and Definitions

DP: Data Protection

GDPR: General Data Protection Regulations

ICO: Information Commissioners Office

IGU: Information Governance Unit

Data Subject: Data Subject is the specific living individual which the personal data relates to.

Personal Data: Information which indirectly or directly identifies an identifiable natural location data, online identifier. It may include factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of a living individual.

What is a breach?

The ICO defines a personal data breach as "a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data."

Destruction is where the data no longer exists, or no longer exists in a form that is of any use to the academy. Damage is where personal data has been altered, corrupted, or is no longer complete. In terms of "loss" of personal data, this should be interpreted as the data may still exist, but the academy has lost control or access to it, or no longer has it in its possession. Finally, unauthorised or unlawful processing may include disclosure of personal data to (or access by) recipients who are not authorised to receive (or access) the data, or any other form of processing which violates the GDPR.

Breaches can be categorised as follows

- "**Confidentiality breach**" - where there is an unauthorised or accidental disclosure of, or access to, personal data.
- "**Availability breach**" - where there is an accidental or unauthorised loss of access to, or destruction of, personal data.
- "**Integrity breach**" - where there is an unauthorised or accidental alteration of personal data

When do I report a breach?

You are only required to report a breach to the ICO if it is likely to have a significant detrimental effect on the data subject – this includes discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage. You would need to report a breach that could lead to identity theft but the loss of a list of teachers' names would not meet the criteria. You must inform the individual if the breach is high risk. If you are unsure whether to report to the ICO speak to IGU who can give you advice.

Note that a failure to report a breach when required to do so could result in a fine, as well as a fine for the breach itself.

When reporting to the ICO, what information must a breach notification include?

- The nature of the breach and the categories and approximate number of individuals concerned and the approximate number of records concerned.
- The contact details of the person in school who will be dealing with the breach
- A description of the likely consequences of the breach
- A description of the measures taken or proposed to be taken to deal with the breach and what measures are to be taken to mitigate any possible adverse effects.

How do I notify?

A breach that meets that specified criteria must be reported to the ICO within 72 hours of you becoming aware of it. It is recognised that this will not give an academy enough time to complete an investigation so you are therefore able to provide information in stages.

After first being informed of a potential breach by an individual, a media organisation, or another source, or when it has itself detected a security incident, the academy may undertake a short period of investigation in order to establish whether or not a breach has in fact occurred. During this period of investigation, the controller may not be regarded as being "aware". However, it is expected that the initial investigation should begin as soon as possible and establish with a reasonable degree of certainty whether a breach has taken place, and the possible consequences for individuals; a more detailed investigation can then follow.

Contact details:

Data Protection Controller (DPC)

Mrs S. Morris Fear: Office Manager and Data Protection Controller

morris.s@st-edwards.staffs.sch.uk

Data Protection Officer (DPO)

Mrs Natalie Morrissey: Staffordshire County Council

dpo@staffordshire.gov.uk

Information Commissioner's Office (ICO)

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SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number