



Data Protection Policy (GDPR)

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Author	Executive Leadership Team
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Version Control

Version	Author	Date	Changes
VI.0	Executive Headteacher	April 2024	Updated to change “school” to “provision”.
VI.1	HR Director	September 2024	Updated to reformat and include version control and reference number. Updated to change “pupil/student” to “learner”. Changed references to Data Manager to IT Manager.

1. Aims

Our provision aims to ensure that all personal data collected about staff, learners, parents and carers, visitors and other individuals is collected, stored and processed in accordance with UK data protection law.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. Legislation and guidance

This policy meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

It is based on guidance published by the Information Commissioner’s Office (ICO) on the [UK GDPR](#) and guidance from the Department for Education (DfE) on [Generative artificial intelligence in education](#).

It also reflects the ICO’s [guidance](#) for the use of surveillance cameras and personal information.

3. Definitions

TERM	DEFINITION
Personal data	<p>Any information relating to an identified, or identifiable, living individual.</p> <p>This may include the individual’s:</p> <ul style="list-style-type: none">• Name (including initials)• Identification number• Location data• Online identifier, such as a username <p>It may also include factors specific to the individual’s physical, physiological, genetic, mental, economic, cultural or social identity.</p>
Special categories of personal data	<p>Personal data which is more sensitive and so needs more protection, including information about an individual’s:</p> <ul style="list-style-type: none">• Racial or ethnic origin• Political opinions• Religious or philosophical beliefs• Trade union membership• Genetics• Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes• Health – physical or mental• Sex life or sexual orientation

TERM	DEFINITION
Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing personal data.
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

4. The data controller

Our provision processes personal data relating to parents and carers, learners, staff, visitors and others, and therefore is a data controller.

The provision has paid its data protection fee to the ICO and is registered, as legally required.

5. Roles and responsibilities

This policy applies to **all staff** employed by our provision, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

The Provision is not required to appoint a Data Protection Officer (DPO) under the ICO guidelines, however, has internally appointed our IT manager to support the company to fully comply with our GDPR obligations.

The Executive Leadership Team is responsible for overseeing the implementation of this policy, overall compliance, and developing related policies and guidelines where applicable.

The IT Manager will monitor our compliance with data protection law and they will provide an annual report of their activities directly to the executive leadership team and, where relevant, report their advice and recommendations on provision data protection issues.

The IT Manager is also the first point of contact for individuals whose data the provision processes, and for the ICO.

Full details of the IT Manager's responsibilities are set out in their job description.

IT Manager	Marcus Griggs	07516 838296	marcusgriggs@tbap.co.uk
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Executive Headteacher

The Executive Headteacher acts as the representative of the data controller on a day-to-day basis and representative and controller of any provision CCTV systems.

Executive Headteacher	Nikita Boydell	07591 657197	nikitaboydell@tbap.co.uk
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All staff

Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy
- Informing the provision of any changes to their personal data, such as a change of address
- Contacting the IT Manager in the following circumstances:
 - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
 - If they have any concerns that this policy is not being followed
 - If they are unsure whether or not they have a lawful basis to use personal data in a particular way
 - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the UK
 - If there has been a data breach
 - Whenever they are engaging in a new activity that may affect the privacy rights of individuals
 - If they need help with any contracts or sharing personal data with third parties

6. Data protection principles

The UK GDPR is based on data protection principles that our provision must comply with.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure

This policy sets out how the provision aims to comply with these principles.

7. Collecting personal data

Lawfulness, fairness and transparency

We will only process personal data where we have 1 of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the provision can **fulfil a contract** with the individual, or the individual has asked the provision to take specific steps before entering into a contract.
- The data needs to be processed so that the provision can **comply with a legal obligation**.
- The data needs to be processed to ensure the **vital interests** of the individual or another person i.e. to protect someone's life.
- The data needs to be processed so that the provision, as a public authority, can **perform a task in the public interest or exercise its official authority**.
- The data needs to be processed for the **legitimate interests** of the provision (where the processing is not for any tasks the provision performs as a public authority) or a third party, provided the individual's rights and freedoms are not overridden.
- The individual (or their parent/carer when appropriate in the case of a learner) has freely given clear **consent**.

For special categories of personal data, we will also meet 1 of the special category conditions for processing under data protection law:

- The individual (or their parent/carer when appropriate in the case of a learner) has given **explicit consent**.
- The data needs to be processed to perform or exercise obligations or rights in relation to **employment, social security or social protection law**.
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent.
- The data has already been made **manifestly public** by the individual.
- The data needs to be processed for the establishment, exercise or defence of **legal claims**.
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation.
- The data needs to be processed for **health or social care purposes**, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- The data needs to be processed for **public health reasons**, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- The data needs to be processed for **archiving purposes**, scientific or historical research purposes, or statistical purposes, and the processing is in the public interest.

For criminal offence data, we will meet both a lawful basis and a condition set out under data protection law. Conditions include:

- The individual (or their parent/carer when appropriate in the case of a learner) has given **consent**.
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent.
- The data has already been made **manifestly public** by the individual.
- The data needs to be processed for or in connection with legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of **legal rights**.
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation.

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

We will always consider the fairness of our data processing. We will ensure we do not handle personal data in ways that individuals would not reasonably expect, or use personal data in ways which have unjustified adverse effects on them.

Limitation, minimisation and accuracy

We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

We will keep data accurate and, where necessary, up to date. Inaccurate data will be rectified or erased when appropriate.

In addition, when staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the provision's record retention schedule.

8. Sharing personal data

We will not normally share personal data with anyone else without consent, but there are certain circumstances where we may be required to do so. These include, but are not limited to, situations where:

- There is an issue with a learner or parent/carer that puts the safety of our staff at risk.
- We need to liaise with other agencies – we will seek consent as necessary before doing this.
- Our suppliers or contractors need data to enable us to provide services to our staff and learners – for example, IT companies. When doing this, we will:
 - Only appoint suppliers or contractors that can provide sufficient guarantees that they comply with UK data protection law.

- Establish a contract with the supplier or contractor to ensure the fair and lawful processing of any personal data we share.
- Only share data that the supplier or contractor needs to carry out their service.

We will also share personal data with law enforcement and government bodies where we are legally required to do so.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our learners or staff.

Where we transfer personal data internationally, we will do so in accordance with UK data protection law.

9. Sharing access requests and other rights of individuals

Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the provision holds about them. This includes:

- Confirmation that their personal data is being processed.
- Access to a copy of the data.
- The purposes of the data processing.
- The categories of personal data concerned.
- Who the data has been, or will be, shared with.
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period.
- Where relevant, the existence of the right to request rectification, erasure or restriction, or to object to such processing.
- The right to lodge a complaint with the ICO or another supervisory authority.
- The source of the data, if not the individual.
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.
- The safeguards provided if the data is being transferred internationally.

Subject access requests can be submitted in any form, but we may be able to respond to requests more quickly if they are made in writing and include:

- Name of individual.
- Correspondence address.
- Contact number and email address.
- Details of the information requested.

If staff receive a subject access request in any form they must immediately forward it to the IT Manager.

Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of learners at our provision may be granted without the express permission of the learner. This is not a rule and a learner's ability to understand their rights will always be judged on a case-by-case basis.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of learners at our provision may not be granted without the express permission of the learner. This is not a rule and a learner's ability to understand their rights will always be judged on a case-by-case basis.

Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide 2 forms of identification.
- May contact the individual via phone to confirm the request was made.
- Will respond without delay and within 1 month of receipt of the request (or receipt of the additional information needed to confirm identity, where relevant).
- Will provide the information free of charge.
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary.

We may not disclose information for a variety of reasons, such as if it:

- Might cause serious harm to the physical or mental health of the learner or another individual.
- Would reveal that the child is being or has been abused, or is at risk of abuse, where the disclosure of that information would not be in the child's best interests.
- Would include another person's personal data that we can't reasonably anonymise, and we don't have the other person's consent and it would be unreasonable to proceed without it.
- Is part of certain sensitive documents, such as those related to crime, immigration, legal proceedings or legal professional privilege, management forecasts, negotiations, confidential references, or exam scripts.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee to cover administrative costs. We will take into account whether the request is repetitive in nature when making this decision.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO or they can seek to enforce their subject access right through the courts.

Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time.
- Ask us to rectify, erase or restrict processing of their personal data (in certain circumstances).
- Prevent use of their personal data for direct marketing.
- Object to processing that has been justified on the basis of public interest, official authority or legitimate interests.
- Challenge decisions based solely on automated decision making or profiling (i.e. making decisions or evaluating certain things about an individual based on their personal data with no human involvement).
- Be notified of a data breach (in certain circumstances).
- Make a complaint to the ICO.
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

Individuals should submit any request to exercise these rights to the IT Manager. If staff receive such a request, they must immediately forward it to the IT Manager.

10. Parental requests to see the educational record

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a learner) within 15 provision days of receipt of a written request.

If the request is for a copy of the educational record, the provision may charge a fee to cover the cost of supplying it.

This right applies as long as the learner concerned is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the learner or another individual, or if it would mean releasing exam marks before they are officially announced.

11. CCTV

We use CCTV in various locations around the provision site to ensure it remains safe. We will follow the [ICO's guidance](#) for the use of CCTV, and comply with data protection principles.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to the Executive Headteacher.

12. Photographs and videos

As part of our provision activities, we may take photographs and record images of individuals within our provision.

Primary:

We will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and the learner.

Any photographs and videos taken by parents/carers at provision events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other learners are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers have agreed to this.

Secondary:

We will obtain written consent from parents/carers, or learners aged 18 and over, for photographs and videos to be taken of learners for communication, marketing and promotional materials.

Where we need parental consent, we will clearly explain how the photograph and/or video will be used to both the parent/carer and the learner. Where we don't need parental consent, we will clearly explain to the learner how the photograph and/or video will be used.

Any photographs and videos taken by parents/carers at provision events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other learners are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers (or learners where appropriate) have agreed to this.

Uses of photographs and videos for communication, marketing and promotional materials:

Where the provision takes photographs and videos, uses may include:

- Within provision on notice boards and in provision magazines, brochures, newsletters, etc.
- Outside of provision by external agencies such as the provision photographer, newspapers, campaigns.
- Online on our provision website or social media pages.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

13. Artificial intelligence

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, learners and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. The Provision recognises that AI has many uses to help learners learn, but also poses risks to sensitive and personal data.

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, The Provision will treat this as a data breach, and will follow the personal data breach procedure outlined in [Appendix I](#).

14. Data protection by design and default

We will put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- Appointing a suitably qualified IT Manager, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge.
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6).
- Completing data protection impact assessments where the provision's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the IT Manager will advise on this process).
- Integrating data protection into internal documents including this policy, any related policies and privacy notices.
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance.
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant.
- Appropriate safeguards being put in place if we transfer any personal data outside of the UK, where different data protection laws may apply.
- Maintaining records of our processing activities, including:
 - For the benefit of data subjects, making available the name and contact details of our provision and IT Manager, and all information we are required to share about how we use and process their personal data (via our privacy notices).
 - For all personal data that we hold, maintaining an internal record of the type of data, type of data subject, how and why we are using the data, any third-party recipients, any transfers outside of the UK and the safeguards for those, retention periods and how we are keeping the data secure.

15. Data security and storage records

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data, are kept under lock and key when not in use.
- Papers containing confidential personal data must not be left on office and classroom desks, on staff room tables, or left anywhere else where there is general access.

- Where personal information needs to be taken off site, staff must sign it in and out from the provision office.
- Passwords that are at least 10 characters long containing letters and numbers are used to access provision computers, laptops and other electronic devices. Staff and learners are reminded that they should not reuse passwords from other sites.
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices.
- Staff and learners who store personal information on their personal devices are expected to follow the same security procedures as for provision owned equipment (see our IT and acceptable use policy).
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8).

16. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the provision's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

17. Personal data breaches

The provision will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in [Appendix I](#). Recording all breaches/potential breaches on [Appendix II](#).

When appropriate, we will report the data breach to the ICO within 72 hours after becoming aware of it. Such breaches in a provision context may include, but are not limited to:

- A non-anonymised dataset being published on the provision website, which shows the exam results of learners eligible for the learner premium.
- Safeguarding information being made available to an unauthorised person.
- The theft of a provision laptop containing non-encrypted personal data about learners.

18. Training

All staff are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the provision's processes make it necessary.

19. Monitoring arrangements

The IT Manager is responsible for monitoring and reviewing this policy.

This policy will be reviewed annually and approved by the Executive Leadership Team.

20. Links with other policies

Policies dealing with other forms of complaints include:

- Child protection and safeguarding policy and procedures
- Staff grievance procedures
- Staff disciplinary procedures
- SEN policy and information report

Appendix I: Personal data breach procedure

This procedure is based on [guidance on personal data breaches](#) produced by the Information Commissioner's Office (ICO).

On finding or causing a breach or potential breach, the staff member or data processor must immediately notify the IT Manager by email explaining the exact details of the incident.

The IT Manager will investigate the report and determine whether a breach has occurred. To decide, the IT Manager will consider whether personal data has been accidentally or unlawfully:

- Lost
- Stolen
- Destroyed
- Altered
- Disclosed or made available where it should not have been
- Made available to unauthorised people

Staff will cooperate with the investigation (including allowing access to information and responding to questions). The investigation will not be treated as a disciplinary investigation.

If a breach has occurred or it is considered to be likely that is the case, the IT Manager will alert the head of centre and the executive senior leadership team.

The IT Manager will make all reasonable efforts to contain and minimise the impact of the breach. Relevant staff members or data processors should help the IT Manager with this where necessary, and the IT Manager should take external advice when required (e.g. from IT providers). (See the actions relevant to specific data types at the end of this procedure).

The IT Manager will assess the potential consequences (based on how serious they are and how likely they are to happen) before and after the implementation of steps to mitigate the consequences.

The IT Manager will work out whether the breach must be reported to the ICO and the individuals affected using the ICO's [self-assessment tool](#).

The IT Manager will document the decisions (either way), in case the decisions are challenged at a later date by the ICO or an individual affected by the breach.

Where the ICO must be notified, the IT Manager will do this via the ['report a breach' page](#) of the ICO website, or through its breach report line (0303 123 1113), within 72 hours of the provision's awareness of the breach. As required, the IT Manager will set out:

- A description of the nature of the personal data breach including, where possible:
 - The categories and approximate number of individuals concerned
 - The categories and approximate number of personal data records concerned
 - The name and contact details of the IT Manager
 - A description of the likely consequences of the personal data breach

- A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned

If all the above details are not yet known, the IT Manager will report as much as they can within 72 hours of the provision's awareness of the breach. The report will explain that there is a delay, the reasons why, and when the IT Manager expects to have further information. The IT Manager will submit the remaining information as soon as possible.

Where the provision is required to communicate with individuals whose personal data has been breached, the IT Manager will tell them in writing. This notification will set out:

- A description, in clear and plain language, of the nature of the personal data breach
- The name and contact details of the IT Manager
- A description of the likely consequences of the personal data breach
- A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned

The IT Manager will consider, in light of the investigation and any engagement with affected individuals, whether to notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies.

The IT Manager will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:

- Facts and cause
- Effects
- Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

The IT Manager and Head of Centre will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible .

The IT Manager and Executive Headteacher will meet to assess recorded data breaches and identify any trends or patterns requiring action by the provision to reduce risks of future breaches.

Actions to minimise the impact of data breaches

We set out below the steps we might take to try and mitigate the impact of different types of data breach if they were to occur, focusing especially on breaches involving particularly risky or sensitive information. We will review the effectiveness of these actions and amend them as necessary after any data breach.

Sensitive information being disclosed via email (including safeguarding records)

If special category data (sensitive information) is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error.

Members of staff who receive personal data sent in error must alert the sender and the IT Manager as soon as they become aware of the error.

If the sender is unavailable or cannot recall the email for any reason, the IT Manager will attempt to recall it .

In any cases where the recall is unsuccessful or cannot be confirmed as successful, the IT Manager will consider whether it is appropriate to contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way.

The IT Manager will endeavour to obtain a written response from all the individuals who received the data, confirming that they have complied with this request.

The IT Manager will carry out an internet search to check that the information has not been made public; if it has, we will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted.

Appendix II: Personal data breach log

PERSONAL DATA BREACH LOG				
Date	Persons Involved	Facts/Cause	Effects	Action