

Quality Assurance

Procedure Title:	Data Breach Notification Procedure
Procedure Ref:	OP/7CA/SP112
Approved By:	Chris Nattress
Responsible Person:	Karen Wilson
Date last reviewed:	23/04/2025
Date of next review:	22/04/2026
Approval date:	23/04/2025

1. Purpose

Where there is a data breach within the College, it is a legal requirement to notify the ICO within 72 hours and the individuals concerned as soon as possible in certain situations. It is essential therefore that all data breaches, no matter how big or small, are reported to us.

2. Scope

This Procedure should be read in conjunction with our Data Breach Policy and Data Protection Policy. Our Data Breach Policy contains detailed information on what constitutes a data breach; please read it to make sure that you are aware of the breadth of the concept of a data breach.

3. Responsibility

This Procedure should be followed by all staff. At all stages of this procedure, our Data Protection Officer and management will decide whether to seek legal advice. This procedure will also apply where we are notified by any third parties that process personal data on our behalf that they have had a data breach which affects our personal data.

4. Procedure

The procedure is set out on the next page. Any failure to follow this procedure may result in disciplinary action.

IDENTIFYING AND REPORTING A DATA BREACH

If you discover a data breach, however big or small, you must report this to our Data Protection Officer immediately. The Data Protection Officer is Karen Wilson, and can be contacted at: 01946 839300 Direct line 01946 552677, karenw@lcwc.ac.uk. Any other questions about the operation of this procedure or any concerns that the procedure has not been followed should be referred in the first instance to the Data Protection Officer.

A data breach could be as simple as you putting a letter in the wrong envelope and therefore even the most minor data breaches **must** be reported.

False alarms or even breaches that do not cause any harm to individuals or to the College should nevertheless be reported as it will enable us to learn lessons in how we respond and the remedial action we put in place.

We have a legal obligation to keep a register of all data breaches, no matter how big or small and no matter whether any harm was caused. Please ensure that you do report any breach, even if you are unsure whether or not it is a breach.



BECOMING AWARE OF A DATA BREACH – INVESTIGATING

We become aware of a data breach when we have a reasonable degree of certainty that a security incident has occurred that has led to personal data being compromised. From this point, our time limit for notification to the ICO will commence.

When you report a data breach to our Data Protection Officer, our Data Protection Officer will promptly investigate the breach to ascertain whether we are fully aware that a breach has occurred that has led to personal data being compromised. This will be undertaken in collaboration with a suitably qualified officer, based on the nature of the alleged data breach.

THIS WILL BE DONE WITHIN 24 HOURS OF A BREACH BEING REPORTED TO US.



ASSESSING A DATA BREACH

Once you have reported a breach and our Data Protection Officer has investigated it and has decided that we are aware that a breach has occurred, our Data Protection Officer will log the breach in our Data Breach Register and will carry out an initial assessment of the breach to evaluate its severity.

Once the level of severity is known, our Data Protection Officer will notify management. If necessary, we will appoint a response team which may involve for example our HR and IT teams and we will assign responsibility for particular tasks as necessary across the response team.

We will then investigate the breach and consider any on-going risks to the College and any individuals affected.

If our Data Protection Officer and management consider that the breach is very serious, they will consider the impact on our reputation and the effect it may have on the trust placed in us. Our Data Protection Officer and senior management will consider whether to appoint a PR professional to advise on reputational damage and will also consider whether legal advice is needed.

THIS WILL BE DONE WITHIN 24 HOURS OF US BECOMING AWARE OF THE BREACH.

Initial Screening for Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy or Procedure being introduced and at each review.

Name of Policy/Procedure:	
Is this a new or existing policy/procedure? <input type="checkbox"/> New <input type="checkbox"/> Existing	
1. To ensure that the policy / procedure complies with the Equality Act 2010, which of the listed categories could be impacted by the policy / procedure? (The categories follow the College Single Equality Policy, and the impact could be positive or negative.) <input type="checkbox"/> Age <input type="checkbox"/> Compliance with Children & Families Act 2014 <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Race/ethnicity <input type="checkbox"/> Gender Re-Assignment <input type="checkbox"/> Marriage/Civil Partnership <input type="checkbox"/> Pregnancy/Maternity <input type="checkbox"/> Socio-Economic <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion/Belief <input type="checkbox"/> All of the above <input type="checkbox"/> None of the above expected	
2. What are the risks of introducing this policy / procedure change to any of the above groups?	
3. What are the expected benefits of introducing this policy / change to any of the above groups?	
4. Are there any areas or issues that could impact on the safety of staff or learners?	
5. What evidence do you have for your responses to questions 2, 3 and 4? (e.g. evidence could be provided to counteract identified risks and, therefore, a full screening would not be required)	
6. What is the level of risk for the policy / procedure?	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
7. Is a Full Screening Impact Assessment required?	<input type="checkbox"/> Yes (complete the box below) <input type="checkbox"/> No
What are the recommendations from Equality Impact Assessment? 	
Date of Review:	
Reviewer's Name:	
Reviewer's Job title:	