

## Data Breach Reporting – We need your help!

### What is personal data?

Personal data includes information relating to natural persons who:

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.

### Why do I need to let you know if I cause a data breach?

The UK GDPR places a duty on Transforming Futures Trust to have an internal system in place to report and record personal data breaches, as we are required to report some of these to the ICO, our supervisory authority.

It will also enable us to inform individuals if there is a high risk to their rights and freedoms due to the breach that has occurred. It also enables us to review our systems and processes to see if we can make improvements.

### What is a Data Breach?

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is accidentally lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable and this unavailability has a significant negative effect on individuals.

### How do I report a Data Breach?

If you need to report a data breach, please do so as soon as possible as we have a limited time frame to report it to the supervisory authority if needed.

Please email your data protection leads with as much information as possible, who will log the breach and notify the DPO should it be necessary. If you receive an out of office from your Data Protection Lead, please forward your email to [admin@transformingfutures.org.uk](mailto:admin@transformingfutures.org.uk), as this will then be picked up by the Trust Executive Assistant to the CEO.

Academy	Data Protection Lead	Contact Email
Central Team	Josie Medforth	<a href="mailto:Josie.medforth@transformingfutures.org.uk">Josie.medforth@transformingfutures.org.uk</a>
Ace Schools Plymouth	Ruth Westwood	<a href="mailto:Ruth.Westwood@transformingfutures.org.uk">Ruth.Westwood@transformingfutures.org.uk</a>
Courtlands Special School	Nancy Hardwick Amii Medway	<a href="mailto:Nancy.Hardwick@transformingfutures.org.uk">Nancy.Hardwick@transformingfutures.org.uk</a> <a href="mailto:Amii.Medway@transformingfutures.org.uk">Amii.Medway@transformingfutures.org.uk</a>
Tiverton Special School	Stacy Fagg	<a href="mailto:Stacy.Fagg@transformingfutures.org.uk">Stacy.Fagg@transformingfutures.org.uk</a>

