



Notifying Data Subjects of Personal Data Breaches



Decision Making Process

1. Severity

What is the severity of the risk?

- Is there a potential or actual risk?
- How severe is that risk?
- More severe = higher risk

2. Likelihood

What is the likelihood of the impact occurring?

- How likely is it to occur?
- Higher likelihood = higher risk

3. Overall Risk

What is the overall risk?

- Combine your risks from 1 & 2
- If the breach is a high risk to the rights and freedoms of the individuals involved, you must inform those concerned

4. Timeline

How soon should we notify?

- Without undue delay
- A key reason for informing individuals is so that they can take steps to protect themselves if required

5. Information

What information should we provide?

- DPO & ICO contact details
- Description of likely consequences of the breach
- Description of measures taken to mitigate the breach

6. Advice

What advice should we provide?

- Advice for them on how they can protect themselves. Such as:
- Resetting and using strong, unique passwords
- Being vigilant for suspicious activity on their accounts or receiving phishing emails

Remember, consult with your DPO throughout the process to ensure you're getting the best advice and following best practice processes. DPO@schoolpro.uk

