Ark St Alban's Academy

GDPR

Understand how to escalate incidents to the Ark DPO

What you need to know:

A **personal data breach** is any disclosure or loss of data, and can include:

- Access by an unauthorised third party
- Sending personal data to an incorrect recipient
- Alteration of personal data without permission
- Loss of availability of personal data
- Deliberate or accidental action (or inactions) by a controller or processor
- Computing devices containing personal data being lost or stolen

Examples of data breaches that you would need to report

- A non-anonymised dataset being published on the school website including the GCSE results of children eligible for the pupil premium
- Safeguarding information being made available to a lot of unauthorised people
- The theft or loss of a school laptop containing non-encrypted personal data about pupils

Subject Access Requests

A data subject (member of staff, student or parent) may make a subject access request (SAR) at any time, as is currently possible under the Data Protection Act. This allows individuals to request a copy of their personal data along with other information about how it is being processed. Under GDPR the rules for handling a SAR have changed:

- It is no longer possible to charge a fixed fee to respond to a SAR.
- The deadline for responses is one month, and can be extended in certain cases.

What you need to do:

If a **data breach** occurs, you must report it to Suzann Mason designated Data Protection Lead as soon as you are aware of it who will inform the Ark Data Protection Officer as soon as she is made aware of the breach. Any data breaches will be reported using the form available on the Ark GDPR website.

If necessary, the Ark DPO will escalate and report the breach to the ICO within the statutory 72 hours of the breach occurring.

All **subject access requests** should be emailed immediately to sar@arkonline.org.