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Data protection breaches

Breaches of data protection law are often seen as being only related to wayward emails or lost documents but there is more to it than that. Here is a brief description of the three different types of breach using the handy acronym CIA.

Confidentiality:
Any means by which unauthorised access to personal data occurs e.g.

- Emails containing personal data sent to the wrong recipients.
- Unauthorised access to files (paper and electronic).

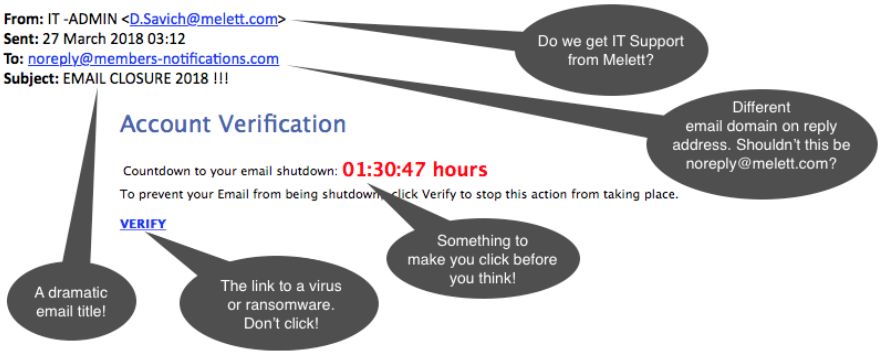
Integrity:
Any failure to maintain accurate and up to date records of personal data that result in some sort of impact on an individual e.g. incorrect examination entry data leading to a student not being entered for the correct exams.

Availability:
Any failure of systems or procedures preventing access to personal data leading to an impact on individuals e.g. prolonged loss of access to a school management information system (MIS).

We encourage colleagues to flag any issues that could constitute a breach, not just the more obvious example of data falling into the wrong hands. If you think that systems are not up to date or performance is poor, please report it so we can try to address the issue.

How to spot malicious or suspicious emails

A series of phishing emails sent to one of the Trust's schools serve as a reminder that this form of attack is on the increase. Phishing is the impersonation of a person or organisation in an electronic communication by a malicious third party with the goal of stealing information, money or causing disruption. Data lost through phishing emails are a breach of GDPR. Phishing emails can often be easily identified if you give yourself time to look rather than react to what the message appears to be prompting you to do. Here is what to look for and avoid:



If enough things don't add up, the message is probably a phishing email. Often doing a Google search using the email subject will be enough to confirm if it is genuine or not, as the more widespread attempts will already have been spotted by others.

What is GDPR?

General Data Protection Regulation is the successor to the UK Data Protection Act and governs our responsibilities as an organisation and as employees, to look after the personal data of students, parents and staff.

Examples of personal data are name, address, telephone number, bank account number and less obvious things like SEN status and assessment and examination results.

The new regulation is stricter and, as it covers every aspect of how we handle personal data in both electronic and paper form, it will entail changes in your day-to-day working practice. This bulletin will inform you all of these changes and any actions you need to take.

Confidentiality risks

As schools we handle students' personal data all the time so it is easy to lose sight of our confidentiality responsibilities. Here are a few reminders of some day to day practices we should all adopt to help prevent a data breach.

Telephone calls:
We should not discuss individuals and their personal data on the phone unless we are sure;

- we have adequately verified the identity of the person we are talking to and we are in complete privacy or only in the company of those who are bound by the same responsibility for confidentiality as ourselves and have the same level of access to the matters we are discussing.

Conversation:
We should not discuss individuals in conversation unless we are sure;

- others in the conversation have an identified need to know what we are discussing and we are in a location with complete privacy.

Remote Access:
We should not access personal data by means of remote access systems unless;

- we are in a location with complete privacy
- the laptop or computer screen is not in line of sight of a window
- we lock or shutdown the computer before leaving it unattended.

For more information on any of these issues please contact IT Director Matt Robbins on 01536 397000 or email mrobbins@brookeweston.org

AMBITION FOR ALL › HIGH EXPECTATIONS › EXCELLENT TEACHING & SUPPORT › WORKING TOGETHER › CONTRIBUTE TO SOCIETY