

Blackpool Skills Academy – Data Breach Reporting Procedure

This flowchart explains, in plain English, what staff should do if they suspect or identify a data breach. It ensures compliance with UK GDPR and ICO requirements.

Step 1 – Identify

You notice or suspect a data breach (lost laptop, email sent to wrong person, missing files, cyber incident).

Step 2 – Report Immediately

Tell the Data Protection Lead (DPL) / Senior Leadership Team straight away. Do not try to cover it up or fix it alone.

Step 3 – Record

The DPL logs the incident in the Breach Register. Details: what happened, when, who was involved, and what data is affected.

Step 4 – Assess

The DPL investigates:

- What type of data?
- How many people are affected?
- What harm could be caused?

Step 5 – Decide Next Steps

If no risk to individuals → record only, no ICO report.

If risk to individuals →

- Report to ICO within 72 hours.
- Inform affected individuals (clear, plain language).

Step 6 – Learn & Improve

Review what went wrong. Put steps in place to prevent it happening again.