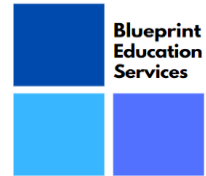


Blueprint Education - Data Breach Policy 23/10/2024



Purpose of the policy.

This policy sets out how Blueprint Education will treat any data breach of commercial, personal or sensitive information we hold.

We recognise that data breaches occur outside of data, and the inappropriate sharing or exposure of data, such as loss of equipment or records.

In all suspected data losses BES will

- Report the loss or breach to the DPO, within 72 hours of the issue being identified.
- The DPO will prepare records of the breach, including the nature, cause and actions taken.
- The DPO will assess whether the breach requires reporting to the ICO. Where reporting to the ICO is recommended, this will be actioned within 72 hours of the DPO being notified of the breach, providing details of the nature and affected data categories, together with mitigation measures proposed.
 - When notification to the ICO is undertaken, and where personal data breach is likely to result in a high risk to individuals, we will inform them without undue delay. Include information on the breach, its potential consequences, and steps they can take to protect themselves.
- The DPO will take immediate steps to contain the breach and mitigate its effects. This might include securing systems, recovering data, and preventing further unauthorized access.
- The DPO will report all data breaches or near breaches to the BES directors as part of the annual GDPR review.