**Grade Accelerator Academy: Data Breach Response Plan**

**Quick Guide to Data Breach Response**

⚡ **Act Fast – Any breach is reported immediately.  
🔒 Contain It – Systems are secured to stop further data loss.  
👩‍💼 Investigate – Our DPO reviews what happened and who is affected.  
📢 Notify Families – If your data is at risk, you’ll be told quickly with clear next steps.  
🛠 Fix & Prevent – Weaknesses are resolved and staff are trained to avoid repeats.**

At Grade Accelerator Academy, protecting your family’s data is one of our top priorities. While we work hard to keep all personal information safe, this plan explains what happens if there is ever a data breach (when personal information is accidentally lost, accessed, or shared in the wrong way).

1. **What Is a Data Breach?**

A breach could mean:

* Unauthorised access to student or parent information.
* Accidental loss or destruction of data.
* Theft of a device containing personal information.
* Sending private information to the wrong person.

2**. Acting Quickly**

* If a tutor or staff member suspects a breach, they must report it to our Data Protection Officer (DPO), Natasha Shirman, straight away.
* We immediately act to stop any further loss (e.g., changing passwords, isolating systems, or remotely wiping devices).

3**. Investigation**

The DPO will:

* Find out what information was affected.
* Work out how it happened and who was involved.
* Assess the risk to families.

4. **Risk Levels**

* High risk: involves sensitive data (medical, academic, personal contact details) or large amounts of data → families and the ICO (Information Commissioner’s Office) will be notified.
* Low risk: e.g., information sent securely to the wrong tutor who deletes it immediately → may not require notification.

5. **Notifying Families**

* If your family’s data is involved in a breach that poses a risk, you’ll be contacted promptly.
* You’ll receive:
  + A clear explanation of what happened.
  + Possible consequences.
  + Steps you can take to protect yourself.
  + Contact details for the DPO if you have questions.

6. **Fixing the Issue**

* We’ll work to recover any lost data and prevent future problems.
* Extra staff training will be provided if human error caused the breach.

7. **Record Keeping**

* All breaches (big or small) are logged and kept securely for 6 years.
* A post-incident review will help us improve policies and training.

Approved by: Natasha Shirman – Data Protection Officer (DPO)  
Effective Date: 6th February 2025  
Review Date: 6th February 2026