



Data Breach Policy

Data Protection is taken very seriously at Horspath Nursery, with measures taken to ensure that data is kept in accordance with GDPR guidelines.

A breach could include (but is not limited to), sending personal data to incorrect recipient, access by unauthorised third party or computing devices being lost or stolen.

If a breach occurs, the following steps should be taken:

- Inform the Nursery Manager (or deputy if manager is absent).
- The Nursery Manager (or deputy) will complete a data breach form.
- The Nursery Manager (or deputy) will inform the committee.
- Notifiable breaches must be reported to the ICO within 72 hours.
- If the breach is likely to result in a high risk to the rights and freedoms of individuals, they must be informed as soon as possible.
- Action should be taken to prevent further breaches.

Signed on behalf of the Management Committee :

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.
Next due to be updated: September 2021

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”