



St Catherine's C of E School

Executive Headteacher: Mrs Louise Hussey Head of School: Ms Pippa Warner
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Data Breach Reporting Form

For use by St. Catherine's staff and governors

Version: 2.2 | Date: May 2026

IMPORTANT: Report to the DPO immediately

Complete this form as soon as you become aware of a suspected or confirmed data breach. Email to dpo@ict4.co.uk and call **01209 311344**. Do not delay.

Under UK GDPR Article 33, reportable breaches must be notified to the ICO within 72 hours. The DPO will assess and act.

Please complete this form electronically and return in this format

Part 1: Reporter details

Your full name:	
Your job title / role:	
School / Academy name:	
Date of this report:	
Telephone number:	
Email address:	

Part 2: Breach details

Date the breach occurred (or estimated date):	
Time the breach occurred (or estimated time):	
Date you became aware of the breach:	
Time you became aware:	
Location where breach occurred (e.g. school office, email, cloud system, off-site):	
Type of breach:	

	Confidentiality — data disclosed to wrong person or organisation	
	Integrity — data altered or corrupted without authorisation	
	Availability — data lost, destroyed or made inaccessible	
How did the breach occur?		
	Accidental email / document sent to wrong recipient	Lost or stolen device or paper records
	Cyber attack, ransomware or phishing	Unauthorised access by staff or third party
	Human error or incorrect data entry	Other (describe below)
Brief description of what happened (include what data was involved, how it occurred, and any systems or individuals affected):		

Part 3: Data and individuals affected					
Approximate number of individuals whose data is affected:					
Categories of individuals affected:					
	Pupils	Parents / carers	Staff	Governors / Trustees	
	Applicants	Volunteers	Other		
Categories of personal data involved:					
	Name / contact details	Financial data	Health / medical	Safeguarding data	
	Special educational needs	HR / employment data	Criminal offence data	Racial / ethnic origin	
	Religious beliefs	Sexual orientation	Biometric data	Immigration status	
	Other				
Was the data encrypted?					
	Yes	No	Partially	Unknown	
Has the data been recovered or contained?					
	Yes	No	Partially	Unknown	
Describe the likely consequences for the individuals affected (e.g. distress, financial loss, identity theft, physical harm, safeguarding risk):					

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Part 4: Actions taken so far

What immediate steps have you taken to contain or address the breach?

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Have the affected data subjects been informed of the breach?

	Yes	No	Not yet determined	
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If no or not yet determined, please explain why:

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Has anyone else been notified (e.g. IT team, headteacher, police)?

	Yes	No	
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If yes, who was notified and when?

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Part 5: Training and prevention

Have you received data protection training?

	Yes	No	
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If yes, state the training received and date completed:

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What steps do you recommend to prevent this type of breach happening again?

Part 6: Sign-off	
Form completed by (print name):	
Signature:	
Date:	
DPR name (if different from reporter):	
DPR signature:	
Date forwarded to DPO (dpo@ict4.co.uk):	

For iCT4 DPO use only — schools do not need to complete Part 7.

Part 7: DPO assessment and ICO notification — iCT4 use only				
Is this breach notifiable to the ICO?				
	Yes	No	Under assessment	
If yes, date and time reported to ICO:				
ICO reference number (if issued):				
Are affected individuals being notified by the school?				
	Yes	No	Not required	
DPO risk assessment notes:				
DPO name:				
DPO signature:				
Date of DPO assessment:				

Data Protection Officer: Glyn Pascoe, iCT4 Limited | dpo@ict4.co.uk | 01209 311344

Retain this form securely. The DPO will maintain a central breach log per UK GDPR Article 33(5) and the Data (Use and Access) Act 2025.