JUDICIUM EDUCATION

Data Breaches

They can affect all of us. It is important to be careful, but it is also extremely important to know what to do should a data breach occur.

Here are some examples of common data breaches that we see...

Sending an email to the wrong person.

The solution
Always check the recipients are correct.

Sending a group email, but using 'CC' rather than 'BCC'.

The solution
Ensure group communications are sent 'BCC' where possible.

Opening another staff member's payslip.

The solution
Do not open communications that aren't directed to you.

Losing a student's consent form.

The solution
Ensure these are kept secure.

Accidentally deleting work from a shared folder.

The solution
Ensure data is backed up on school servers.

Posting a child's photo on Twitter without parental permission.

The solution
Always check consent forms.

A child's folder being posted to their next school, but the folder getting lost in the post.

The solution
Always use secure means for transferring records.

An individual calling the school to say they are an employee and have changed their bank details for their salary.

The solution
Always verify in person or by an official school email address.

It is important to report all breaches, no matter how small in order to rectify and/or contain the issue.

Please report without delay. Judicium can be contacted on **0203 326 9174** and **dataservices@judicium.com**

Find out more at **judiciumeducation.co.uk** or email **enquiries@judicium.com** or call **0345 548 7000**