



WICKERSLEY
PARTNERSHIP
TRUST.

Data Protection Policy

DATE: November 2025

OWNED BY: Risk and Compliance Manager

APPROVED BY: Audit & Risk Sub Committee

WICKERSLEY PARTNERSHIP TRUST

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 wickersleypt.org **CEO:** Mrs H O'Brien



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APPENDIX 1 Data Breach Report Form

This policy does not form part of the contract of employment and from time to time may be altered following consultation and negotiations with recognised Trade Unions. Any changes will be communicated to employees with reasonable notice. The policy may vary from time to time on a case-by-case basis in consultation and agreement with Union Representatives.



1. Aims

Wickersley Partnership Trust (WPT) is committed to upholding the key principles within data protection law.

This policy sets out how we will do that, by:

- Applying data protection law to the day-to-day work of the Trust and its Academies
- Clarifying roles and responsibilities with respect to our data protection duties
- Outlining the ways we will process different kinds of personal data, including the various security arrangements we will put in place
- Explaining how we will uphold the rights people have under data protection law

2. About this Policy

This policy applies to all personal data used by the Trust, or any of its Academies, to carry out its functions. It does not form part of any contract of employment and may be amended at any time.

Any breach of this policy – by any staff member, apprentice, volunteer, governor or Director, of the Trust and/or any of its Academies – may result in disciplinary or other action.

This policy meets the requirements of the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Data Use and Access Act 2025. It is based upon guidance from the Information Commissioner's Office (ICO).

It also meets the requirements of the Protection of Freedoms Act 2012. This policy links with our:

- Privacy Notices
- Retention Schedule
- Freedom of Information Policy
- ICT acceptable use Policy
- CCTV Policy

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy. In circumstances where personal data is processed for safeguarding purposes, the school recognises its duty under *Keeping Children Safe in Education* to share relevant information to protect a child's welfare, even without consent if necessary. In such cases, safeguarding considerations will take precedence over data protection concerns, in accordance with statutory guidance.

3. Definitions

In this policy, the functions of the Trust and/or its Academies are the provision of education as well as any pastoral, business, administrative, community or similar activities associated with that provision. References to our functions are references to these activities.

Term	Definition
Personal Data	Any information relating to an identified, or identifiable, living individual. Examples include: contact details, identification numbers, assessment data, location data, financial data, online identifiers, and so on.
Special Category Data	Types of personal data that are more sensitive, and so need more protection. It includes information about an individual's: <ul style="list-style-type: none"> • Racial or ethnic origin; • Political opinions; • Religious or philosophical beliefs; • Trade union membership; • Genetics; • Biometrics, where used for identification purposes; • Physical or mental health; and • Sex life or sexual orientation.
Criminal Offence Data	Any personal data relating to the commission of, or proceedings for, any criminal offence committed or alleged to have been committed by a person.
Processing	Anything done to personal data, including: collecting; recording; organising; structuring; storing; adapting; altering; retrieving; using; disseminating; erasing; or destroying. Processing can be manual or automated.
Data Protection Law	All laws applicable to England and Wales that relate to the processing of personal data – as may be amended, re-enacted, replaced or superseded from time to time – including: <ul style="list-style-type: none"> • The General Data Protection Regulation ((EU) 2016/679) and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426), or else any laws which incorporate those provisions in the event of the United Kingdom's withdrawal from the European Union; and • The Data Protection Act 2018. • The Data Use and Access Act 2025.
Data Subject	The identified, or identifiable, living individual whose personal data is processed.
Data Controller	A person or organisation that determines the purposes and the means of processing personal data. Wickersley Partnership Trust is the data controller for all personal data, including that which is processed by its Academies, used to carry out its functions.
Data Processor	A person or organisation, other than an employee of the Trust or any of its Academies, who processes personal data on behalf of the data controller.
Personal Data Breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

4. Roles and Responsibilities

Board of Directors

The Board of Directors has overall responsibility for ensuring that WPT complies with all relevant data protection obligations to which it is subject.

Local Governing Bodies

Local Governing Bodies may scrutinise their Academy's compliance with this policy and with data protection law more broadly.

Data Protection Officer (DPO)

The Data Protection Officer (DPO) is responsible for:

- Overseeing the implementation of this policy
- Monitoring the Trust's overall compliance with this policy and data protection law
- Advising on the development of related policies, procedures and guidelines
- Supporting with Data Protection Impact Assessments
- Acting as a contact point for data subjects and the supervisory authority
- Advising and supporting the Academies to meet their data protection obligations
- Reporting on their activities, including any advice and recommendations about any data protection issues, directly to the Board of Directors
- Investigating personal data breaches
- Responding to information requests
- The management of complaints relating to the processing of personal data

Our DPO support is provided by Services for Schools Ltd (S4S), they can be contacted by email at: DPO@wickersleypt.org

Data Protection Leads

Data Protection Leads are responsible for:

- Liaising with the DPO to advise and supporting the Academies to meet their data protection obligations;
- Developing and maintaining any procedures and associated documentation required to operationalise this policy
- Ensuring a consistent approach to data protection across the Trust
- Arranging appropriate training and guidance to support staff in meeting their duties under data protection law
- Support in the DPO in investigating personal data
- Support in the DPO in responding to information requests

The Data Protection Lead for individual schools will be the Headteacher or a senior person in school appointed by the Headteacher to assume this role.

Headteachers (where these are not already Data Protection Leads)

Headteachers are responsible for:

- Providing day-to-day leadership on data protection issues within their Academies
- Ensuring that all staff fulfil their duties around data protection
- Ensuring that all staff complete any training arranged by the Academy or Trust

All staff are responsible for:

- Processing personal data in accordance with this policy, any associated guidance and any supplementary procedures issued by Data Protection Leads
- Informing their Line Manager about any relevant changes to their own personal data, such as a change of address (for example)
- Fully participating in all data protection training arranged for them, including familiarising themselves with any updated guidance that is issued by Data Protection Leads
- Cooperating with any reasonable request for involvement in compliance monitoring
- Only processing personal data for the purposes authorised by the Trust
- Reporting any personal data breach for which they are responsible, as soon as they become aware of it, in accordance with section 12 of this policy
- Notifying their Data Protection Lead or DPO if they:
 - Have any questions about the operation of this policy or data protection law
 - Have any concerns that this policy is not being followed
 - Are unsure whether they can use personal data in a particular way
 - Receive a request from an individual to exercise their rights, in accordance with Section 11 of this policy

5. Collecting Personal Data

We will only collect personal data where we have identified and documented a lawful basis on which to do so. For special categories of personal data, we will meet both a lawful basis and a condition outlined within data protection law to allow that data to be processed.

For criminal offence data, we will meet both a lawful basis and a condition outlined within data protection law.

Whenever we collect personal data, we will provide the data subject with the relevant information required by data protection law unless the data subject has already been given this information or it would be otherwise unreasonable to provide it.

We will only collect the personal data that is necessary to fulfil the purposes for which it is required.

In the event we intend to use personal data for a purpose that differs from the one for which it was originally collected, we will inform the data subject before such processing takes place and we will seek consent where necessary.

6. Storing Personal Data

We will protect the confidentiality, integrity and availability of the personal data we process. That is:

- Only people who are authorised to use the data will be allowed to access it (confidentiality);
- The data will be kept accurate and up-to-date (integrity); and
- All sensitive data must be stored on central systems – not on individual computers or drives – to ensure all authorised users will be able to access it for authorised purposes (availability).

We will take appropriate organisational and technical steps to minimise the risk that personal data is lost, damaged or accessed without authorisation. Such measures will include, for example:

- Entry controls to restrict physical access to areas in which personal data is stored
- User-level or role-based permissions to control access to electronic records

- Encryption to protect electronic records
- Secure, lockable storage facilities for paper records
- Restrictions on the use of portable and removeable storage devices (including memory sticks and hard drives)
- Restrictions on the use of unauthorised online resources and applications which require personal data
- Restrictions on the use of artificial intelligence (AI) technologies which require the use of personal data
- Frequent backups to enable lost or damaged data to be restored
- Regular data-checking exercises to ensure data is accurate and up-to-date
- Regular training to ensure staff are aware of our expectations for good practice

Staff can find details about their obligations relating to data security in:

- The staff code of conduct
- The staff guidance distributed by Data Protection Leads/Headteachers

7. Sharing Personal Data

We may share personal data with any staff member within the Trust or any of its Academies, where this is reasonably necessary for them to carry out their roles or duties.

We often need to share personal data with other organisations in order to carry out our functions. This includes, but is not limited to, where:

- We use a third-party supplier or contractor to help us carry out our functions
- We are required to complete a data return to another public sector organisation, such as the Department for Education
- We need to report a serious concern about the safety of our pupils or staff

We will take appropriate organisational and technical steps to ensure personal data is shared securely. Such measures will include, for example:

- Data processing agreements for any third parties who process personal data on our behalf
- Checking that online services meet the ICO's Children's Code and Age Appropriate Design Code (AADC)
- Passwords to restrict access to electronic files
- Encryption to protect email contents (particularly those to external organisations)
- Pseudonymisation or anonymisation, where this would not undermine the processing
- Not using online systems, services or software which require personal information, without the explicit authorisation of the Trust
- Not using artificial intelligence technologies for the processing of any pupil or staff data, without the explicit authorisation of the Trust

Where we transfer personal data internationally, we will do so in line with data protection law.

8. Disposing of Personal Data

We will only retain personal data for as long as we need it in order to fulfil the purposes for which it was processed. We will maintain a retention schedule to outline how long we will keep different types of personal data.

Once personal data is no longer needed, we will dispose of it securely. Disposal methods include:

- On-site or secure off-site shredding for paper records
- Deleting or overwriting electronic records
- Physical destruction of redundant devices, drives, disks and other media

9. Photographs, Videos and recording (including Videoconferencing Technologies)

We take photographs and record images of individuals within and around our premises, as well as some other situations such as during trips. We do this for various purposes, including to:

- Identify pupils in order to operate certain systems and services, such as school meals
- Identify staff and visitors to our premises so that we know who is permitted to be on-site
- Support the delivery of the curriculum online through the use of video conferencing
- Celebrate pupils' work and general life within our Academies
- Help showcase the Academies as part of our marketing and promotional materials
- Operate our CCTV systems

We will obtain written consent before we use an individual's image as part of our marketing and promotional materials, unless we are otherwise licensed to use the image for such a purpose.

Where consent is required in relation to a pupil's image, we will request it from their parent/carer. However, for a pupil aged 13 or older, we may sometimes request consent from the pupil directly.

Either way, we will clearly explain how the image will be used. We will maintain a consent form for this purpose. Consent can be refused or withdrawn at any time. If consent is withdrawn, we will take reasonable steps to cease using the image as part of our marketing and promotional materials.

Any photographs or videos taken by parents/carers at academy events for their own personal use are not covered by data protection law. However, for safeguarding reasons, such images should not be shared publicly – particularly on social media – where they include other people.

For other purposes, however, consent to use people's images may not be required (for example where participation in online lessons using video conferencing is necessary).

The recording of meetings is prohibited unless this is deemed necessary and authorised by a Headteacher or relevant manager within the Trust. Meeting attendees must be notified in advance of the recording commencing. The notification should include a clear notice that a recording facility is being used and the purpose of the recording eg to ensure accurate notes, minutes, outcome letters etc can be produced after the meeting ends. Copies of meeting transcriptions produced by meeting recording software are not to be shared as the content and accuracy of audio transcription cannot be guaranteed by the Trust.

Suggested readout prior to commencement of recording:

'This meeting is being recorded. The purpose of the recording is to ensure that accurate records (notes, minutes or outcomes etc) can be typed up after the meeting has concluded.

Recordings will only be retained until a written record is completed and will be deleted once the written record of the meeting has been approved by the meeting chair. Staff will not disclose any automated audio transcription files requested, as a written record of the meeting will be available.

Should any person object to the recording of this meeting, they should make the chair of the meeting aware prior to recording commencing’.

We use CCTV in various locations at our academies around school site to ensure it remains safe. We will adhere to the ICO’s code of practice for the use of CCTV.

We do not need to ask individuals’ permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Please refer to the WPT CCTV Policy.

10. Biometric Recognition Systems

Some of our Academies use biometric recognition systems. These systems use technology for identification purposes (for example, in our secondary academies, pupils may use fingerprints as part of the identification process to their parent pay account for school dinners instead of paying with cash) facilitated by the school meals provider, we will comply with the requirements of the Protection of Freedoms Act 2012. At the point of sign up to any externally provided systems, your rights as a data subject and how your data will be used will be outlined.

As required by law, if a pupil refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the pupil’s parent(s)/carer(s).

10.1 Parents/Carers and Students

Parents/carers will be notified before any new biometric recognition system is put in place, or before their child’s personal data is processed as part of it. We will request written consent from at least one parent/carers before we collect biometric data from their child.

Parents/carers and pupils can object to participation in the school’s biometric recognition system(s), or withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

10.2 Staff

Staff will be notified before any new biometric recognition is put in place. We will request written consent before we collect their biometric data.

Staff can decide against using any biometric recognition system we operate; where consent is given to opt in, that consent can be withdrawn at any time.

11. Rights of Data Subjects

We are committed to upholding individuals’ rights under data protection law.

It is important to understand that not all of these rights apply at all times. However, we will ensure all requests to ‘exercise a right’ are always considered fairly and lawfully.

We may need to ask for identification from the person making the request before we act upon it.

Right to be Informed

People have the right to be informed about what personal data we collect about them and how we use it. We will uphold this right by providing data subjects with the relevant privacy notice at the time we collect their personal data, unless this information has already been given to them or it would be otherwise unreasonable to provide it.

Right of Access

People have the right to access their personal data. We will uphold this right by:

- Providing a simple form that can be used to make a subject access request
- Ensuring staff are able to recognise such a request made by any other method
- Conducting reasonable and proportionate searches to identify records in scope of requests
- Appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported

Right to Rectification

People have the right to have their personal data corrected if it is inaccurate, or completed if it is incomplete. We will uphold this right by:

- Conducting regular data-checking exercises to give people the opportunity to identify inaccurate data
- Ensuring staff are able to recognise a request to amend personal data
- Appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported

Right to be forgotten (Erasure)

People have the right to have their personal data erased in certain circumstances. We will uphold this right by:

- Ensuring staff are able to recognise a request to erase personal data
- Appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported

Right to Restrict Processing

People have the right to request that we limit how we use their data in certain circumstances. We will uphold this right by:

- Ensuring staff are able to recognise a request to restrict processing
- Appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported

Right to Data Portability

People have the right to obtain and reuse their personal data across different services by copying or transferring it between systems in a secure way. We will uphold this right by:

- Ensuring staff are able to recognise a request for data portability
- Appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported

Right to Object

People have the right to object to the processing of their personal data in certain circumstances. We will uphold this right by:

- Including clear information about this right as part of our privacy notices, as well as any just-in-time notices we may use
- Ensuring staff are able to recognise a request for data portability

- Appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported

Rights Related to Automated Decision-Making, including Profiling

People have the right not to be subject to a decision based solely on automated processing, including profiling, which has a significant effect upon them. We will uphold this right by:

- Informing people, as part of our privacy notices, about any processing activity that uses automated decision-making and/or profiling;
- Completing a data protection impact assessment for any processing activity that is based solely on automated processing, including profiling, and implementing any agreed actions that arise from any such assessment (see section 13)
- Ensuring staff are able to recognise a request made under this right
- Appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported

Parental Requests to see the Educational Record

- Parents, or those with parental responsibility, can request to access their child's educational record (which includes most information about a pupil). The school should make this information available within the prescribed timeline outlined by the DPO in acknowledgement of receipt of a written request.
- The Data Protection Act gives children the right to access their records, this must be supported by a parental request.

12. Personal Data Breaches

We will take all reasonable steps to minimise the risk of a personal data breach. However, where a data breach does occur, it is important that staff are open and honest about it so that it can be managed quickly.

On discovering or causing a breach, or potential breach, the staff member must report it immediately to their Data Protection Lead/Headteacher and the Trust Data Protection Officer using the email address below:

DPO@wickersleypt.org

By submitting the Data Breach report form (**Appendix 1**)

Breaches that occur at an Academy will normally be investigated by the DPO and Data Protection Lead for that Academy. However, if this would create a conflict of interest, the investigation will be completed by the DPO and the Trust. Breaches that occur elsewhere within the organisation, or which are caused by a data processor, will also be investigated by the DPO and the Trust.

All breach investigations will:

- Assess the likely risk to individuals as a result
- Determine the cause of the issue
- Recommend any actions that might be taken to mitigate that risk
- Reflect on how to reduce the likelihood that a similar breach will occur in future

In the event that the investigation finds a risk to rights of individuals is likely, we will report the breach to the ICO. Where feasible, we will do this within 72 hours; otherwise, we will do this without undue delay. Any such reports will be completed by our Data Protection Officer.

In the event that the investigation finds a risk to individuals is high, we will notify those individuals directly and without undue delay.

We will record all personal data breaches, including those that are not reported to the ICO.

13. Data Protection Impact Assessments

In the event we plan to introduce a new data processing activity, or that we plan to change the way any existing processing is conducted, we will consider whether to carry out an impact assessment. We will maintain a screening tool to ensure this is considered consistently across the Trust.

It is the Project Lead's responsibility to ensure that the DPO is notified in the early stages of any project that involves personal data.

Where the DPO decides an impact assessment should be carried out, it will be completed during the project planning stage before any decisions are made about whether to approve the processing. This will allow us to identify the associated data protection risks early enough that we can act to minimise them.

14. Training and Support

We are committed to supporting our staff to meet their duties relating to data protection. Accordingly, we expect all staff to complete:

- A mandatory induction in data protection when they join the organisation, which will include:
 - An essential overview of basic data protection
 - The detailed guidance about our expectations for good practice
 - A copy of this policy
- Mandatory refresher training

We will keep a record of the mandatory training completed by our staff.

Staff will have ongoing access to training materials in case they would like to refresh their own understanding of the content.

Staff will also have access to key people in case they have any questions about data protection or any concerns about poor practice.

15. Monitoring and Review

The Data Protection Officer will independently monitor our compliance with this policy – and with data protection law more broadly – on an annual basis. Independent monitoring will include:

- Advice on site walk assessments to identify any examples poor practice to address, or good practice to share
- Assistance to assess the level of understanding among staff and to identify any potential training requirements
- A review of any data breaches to assess how they were handled and learned from

- A scheduled audit of compliance at Academy level

The results of independent monitoring will be reported directly to the Board of Directors and circulated to the Data Protection Leads for each Academy.

The Trust, Data Protection Leads, and Local Governing Bodies may carry out additional monitoring at their discretion.

This policy will be reviewed by the Board of Directors every two years, or following any proposal to make significant changes to its content between scheduled reviews.

16. Complaints

If you have a complaint about how your personal data has been handled by Wickersley Partnership Trust, you should contact the Data Protection Officer in the first instance. Complaints or concerns which relate to data protection or information rights should be submitted in writing to:

DPO@wickersleypt.org

If your complaint does not relate to the processing of personal data, please see the Trust Complaints policy which can be found on each **school's** website. The Trust will conduct an internal review into your complaint and respond to you within a prescribed timeline.

If you are unsatisfied with the response the Trust has provided, you have the right to contact the Information Commissioners Office. You can do this online at:

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

17. Version Control

Date	Revision (Details and Reason)	Author
November 2020	Version 1 established as a Trust Wide Policy	DPO (S4S)
November 2023	Version 2 updated to include CCTV Policy as an appendix	Dean Fenton
November 2025	<p>Version 3</p> <p>Section 2 - minor amendments and paragraph added referencing the Safeguarding policy.</p> <p>Section 3- addition to Data Protection Law section of the table.</p> <p>Section 4 – minor amendments – addition of abbreviations and addition to DPO roles and responsibilities, additional bullet point added to all staff responsibilities</p> <p>Section 6 – wording change at bullet point 3, additional 3 bullet points added to section around organisational and technical steps to minimise risk that personal data is lost section</p>	Dean Fenton

	<p>Section 7 - steps to ensure personal data is shared securely – addition of 3 new bullet points</p> <p>Section 9 – re-wording of section title, amendment at end of section referencing CCTV policy and addition of the recording of meetings</p> <p>Section 10 – amendment to first paragraph</p> <p>Section 11 – additional bullet point at 11.2, amendment to title at 11.4 and additional bullet point at 11.9</p> <p>Section 12 – reference – reference to data breach report form as appendix 1</p> <p>Section 16 – new section - complaints</p> <p>Appendix A – deleted (CCTV Policy) which is now a separate policy</p> <p>Appendix 1 – addition of copy of data breach report form</p>	
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APPENDIX 1 – DATA BREACH REPORTING

Data Breaches

Data breaches can happen for a number of reasons such as:

- Loss or theft of data or equipment on which data is stored
- Loss or theft of unencrypted devices
- Inappropriate access controls allowing unauthorised access
- Equipment failure
- Human error (eg. the sending of personal information to the wrong person / organisation)
- Unforeseen circumstances (eg. fire / flood / building intrusion leading to paper documentation security arrangements being compromised)
- Hacking attacks
- Phishing / blagging offences where information is gained by deceiving the organisation

Information Commissioners Office

The Information Commissioner's Office (ICO) is the body responsible for data protection law in the UK. The ICO advises organisations on staying compliant with legislation like the UK GDPR. It also helps individuals exercise their information rights and, investigates data breaches that are reported to the ICO because of the severity of the case / amount or type of data involved etc.

[Information Commissioner's Office \(ICO\)](#)

[UK GDPR guidance and resources | ICO](#)

Data breach reporting – Action Required

All data breaches, or issues that are likely to result in a data breach **must** be reported to the Data Protection Officer (DPO) at: dpo@wickersleypt.org immediately. **This is to ensure the School / Trust remains statutorily compliant and incidents are recorded.**

Some data breaches may need reporting to the ICO by the DPO (these cases are however rare and are determined by the type of data shared, recipients, volume and sensitivity of information etc). Where it is necessary to notify the ICO, we have a maximum of 72hrs to investigate a breach and report it.

The DPO will advise staff on any actions that need taking to help contain and recover an issue.

A copy of this form should also be sent to Dean Fenton at: dfenton@wickersleypt.org



Data Breach Report Form

1.	Incident date and time	Date: Time: Reported by:
2.	Incident first reported to Headteacher / Manager	Date: Time: Reported to:
3.	Incident reported to DPO	Date: Time: Reported by:
4.	School / Location (where the data breach occurred)	
5.	Description of incident (Please provide an overview of the data breach incident – who it affects and what the impact could be)	
6.	What types of data and amount of personal data is involved?	
7.	What actions have been taken to retrieve the information in response to the breach ?	
8.	What actions have you instructed the recipient of the information to take ?	
9.	Has the Data Subject been informed of the Data Breach ?	
10.	Has a complaint been received from the Data Subject ?	
11.	Has mandatory Data Protection training been provided to the staff member(s) involved in the data breach prior to the incident ?	Date of training:
12.	Are there any identified additional training requirements post incident ?	
13.	Are there any procedure changes to reduce the risks of future data loss or lessons learned from the incident ?	



DPO review / feedback

14.	Have all actions advised by the DPO been completed ?	
15.	Did the incident need reporting to the Information Commissioners Office (ICO) ?	

Report sent to:

dpo@wickersleypt.org

dfenton@wickersleypt.org

Person submitting the report:

Date report sent:





Data Protection Policy