Data Protection Partnership Event

Early Years and ICO

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What will we cover today?

- Role of the ICO
- Data Breaches
  - *Statistics*
  - *How to report a breach*
  - *Minimising risk*
  - *Advice for Small Organisations Resource*
- Records Management
  - *Accountability*
  - *Things to consider*
- Child Safeguarding Resource
  - *10-Steps to sharing information to safeguard children*

Role of the ICO

- We are the UK's independent regulator for data protection law.
- Our role is to help organisations get data protection right.
- We advise government about data privacy issues and act against those who don't comply with the law.
- A fundamental aspect of our work is helping small businesses and organisations get their data protection right by providing practical advice.

Data Breaches

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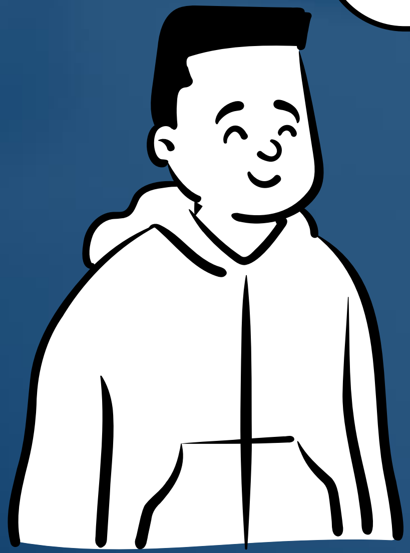
Data Breach

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

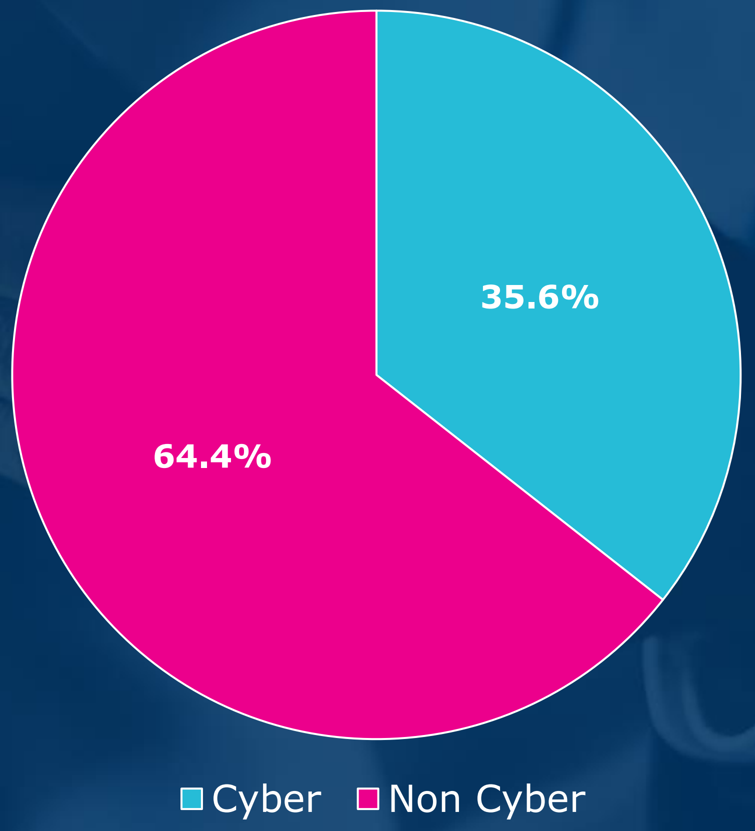


Personal data breaches: a guide | ICO

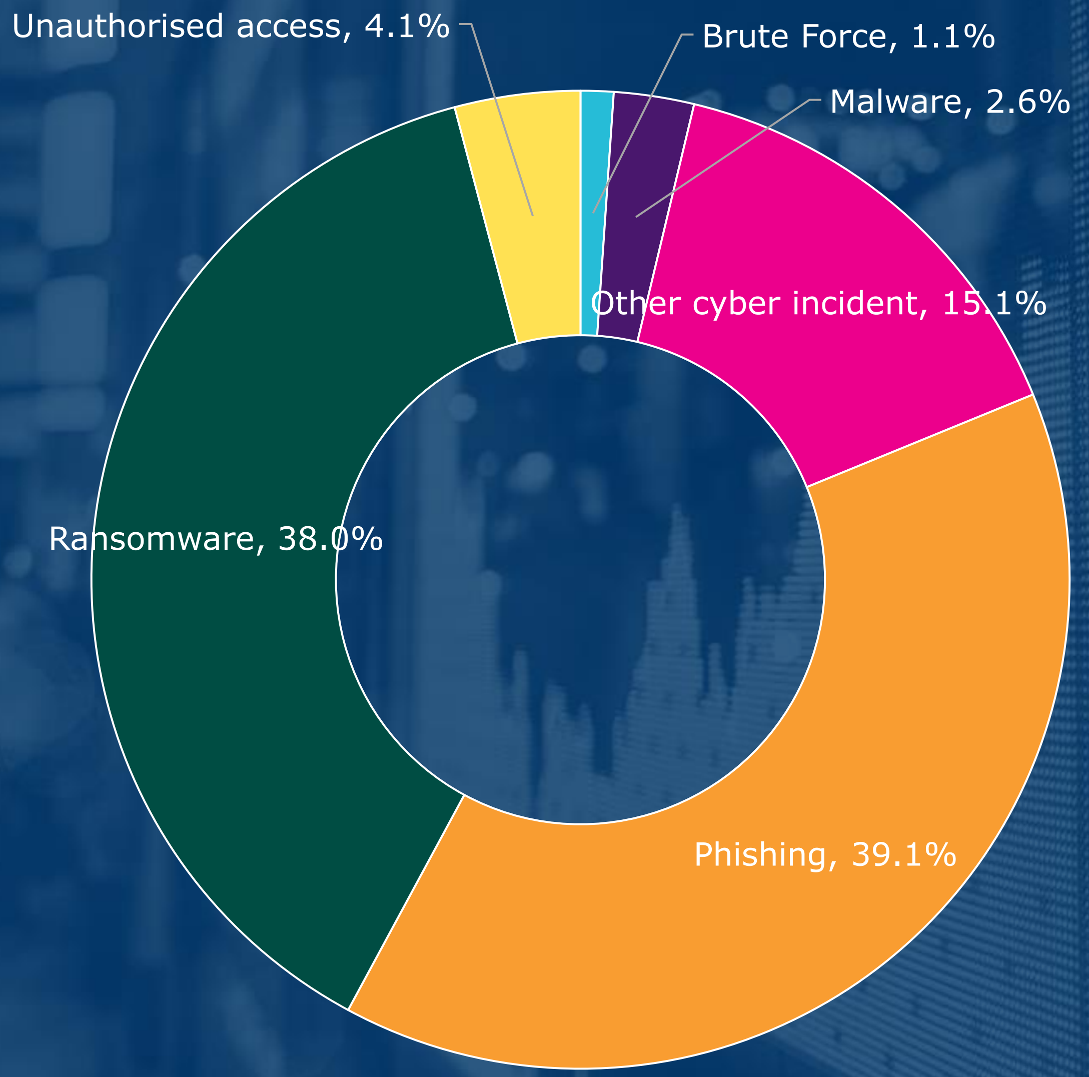
Education and Childcare Breach Reporting

- 4,136 data breaches in 2022 from the Education and Childcare sectors.
- Just over one-third of all breaches (ie 1,472) are Cyber.

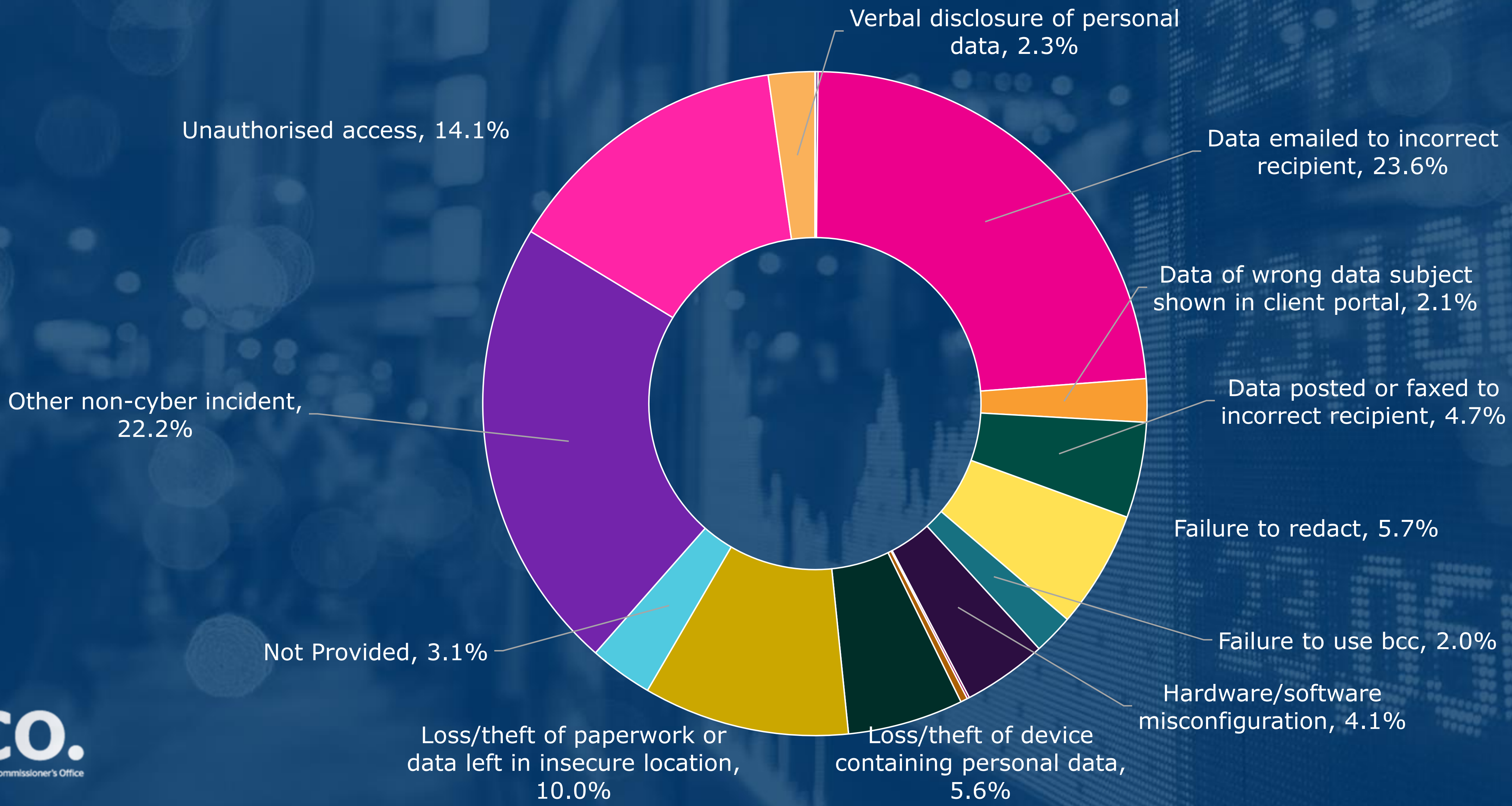
No. Affected	Percentage	Cumulative
1 to 9	38.2%	38.2%
10 to 99	20.8%	59%
100 to 1k	17.9%	76.9%
1k to 10k	20.7%	97.6%
10k to 100k	2.1%	99.8%
100k and above	0.2%	100%



Cyber Incidents: Education & Childcare



Non-Cyber Incidents: Education & Childcare



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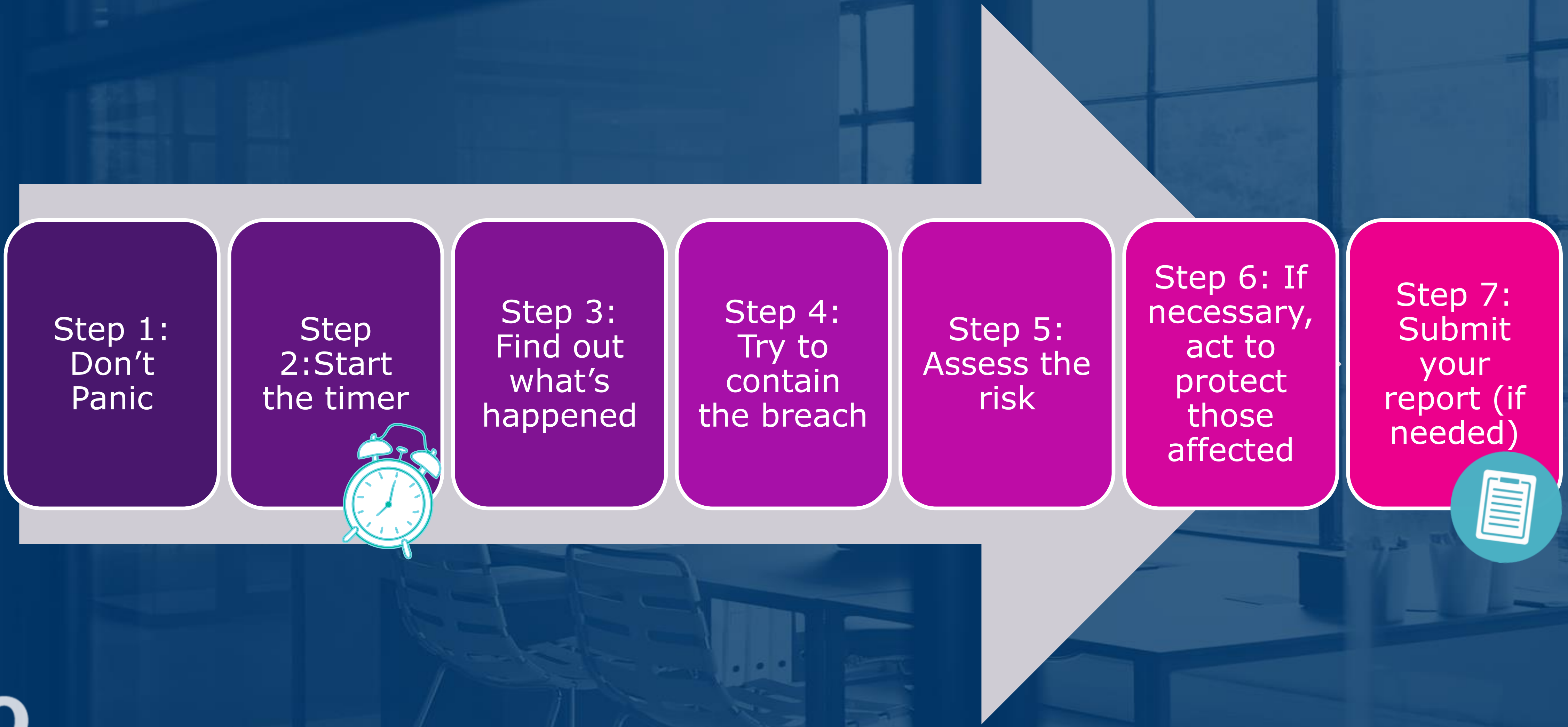
How to respond to a personal data breach



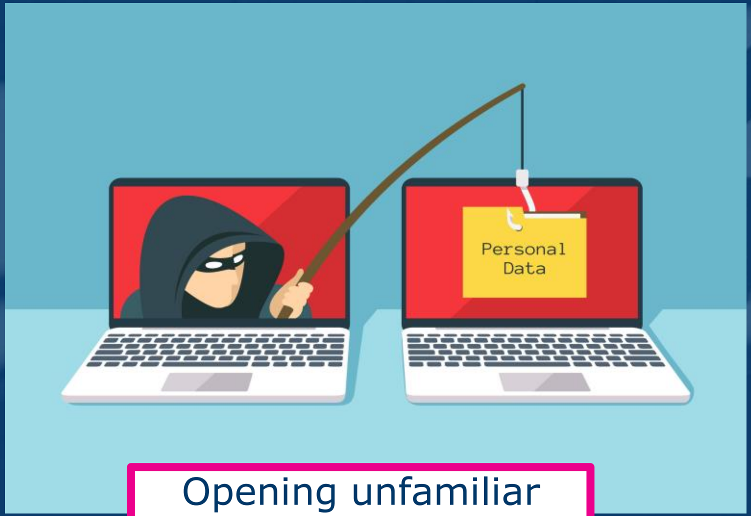
- Step 1: Don’t Panic
- Step 2:Start the timer
- Step 3: Find out what’s happened
- Step 4: Try to contain the breach
- Step 5: Assess the risk
- Step 6: If necessary, act to protect those affected
- Step 7: Submit your report (if needed)

How to minimise the risk of breaches

1) Store personal data securely
2) Have a clear desk policy
3) Have a remote working policy
4) Keep your address book up-to-date
5) Name/label your documents clearly and consistently
6) Take care when redacting data
7) Use blank template documents and store them separately
8) Review your access controls
9) Train your staff
10) Back up your systems
11) Watch out for ex-employees
12) Take care when talking to others

Other mistakes to avoid

Sending Email to Incorrect Recipient

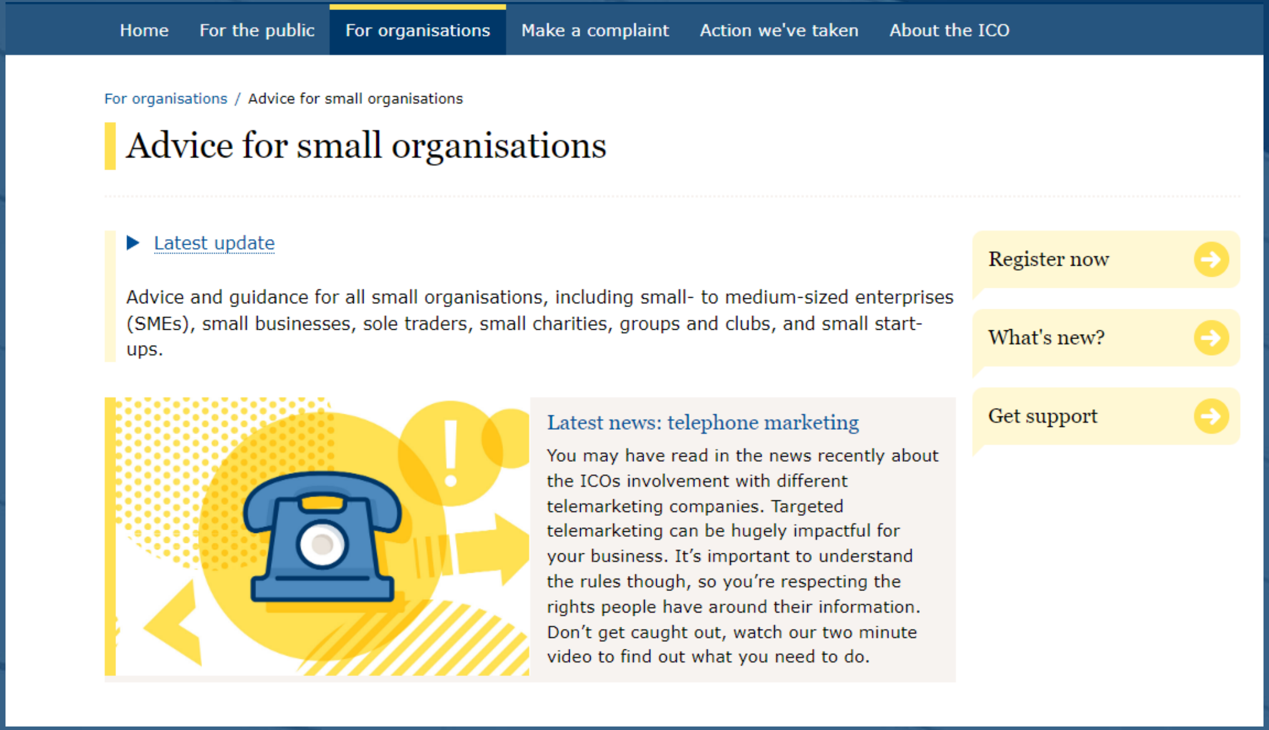


Opening unfamiliar web links or attachments

Keeping things, you don’t need, ‘just in case’

Advice for Small Organisations

Dedicated to helping small and medium sized businesses with their data protection obligations.



For organisations / Advice for small organisations

Advice for small organisations

▶ Latest update

Advice and guidance for all small organisations, including small- to medium-sized enterprises (SMEs), small businesses, sole traders, small charities, groups and clubs, and small start-ups.

Latest news: telephone marketing

You may have read in the news recently about the ICOs involvement with different telemarketing companies. Targeted telemarketing can be hugely impactful for your business. It’s important to understand the rules though, so you’re respecting the rights people have around their information. Don’t get caught out, watch our two minute video to find out what you need to do.

Link: Advice for Small Organisations | ICO

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Time for a short break
[10 Minutes]

Records Management

The Accountability Principle

“The controller shall be **responsible** for, and be able to **demonstrate** compliance with, the principles.”

Documentation

- The UK GDPR contains explicit provisions about documenting your processing activities.
- You must maintain records on several things such as processing purposes, data sharing and retention.
- You may be required to make the records available to the ICO on request.
- Documentation can help you comply with other aspects of the UK GDPR and improve your data governance.

Good records management

- Good records management supports good data governance and data protection.

✓ Good Management

- Supporting information access
- Making sure that you can find information about past activities
- Enabling the more effective use of resources

✗ Poor Management

- Poor decisions
- Failure to handle information securely
- Inefficiencies

Things to Consider...

Title	Description
Creating, locating and retrieving records	You have minimum standards for the creation of records and effective mechanisms to locate and retrieve records.
Security for transfers	You have appropriate security measures in place to protect data that is in transit, data you receive or data you transfer to another organisation.
Data quality	You have procedures in place to make sure that records containing personal data are accurate, adequate and not excessive.
Retention	You have an appropriate retention schedule outlining storage periods for all personal data, which you review regularly.
Destruction	You cover methods of destruction in a policy, and they are appropriate to prevent disclosure of personal data prior to, during or after disposal.
Information asset register	You have an asset register that records assets, systems and applications used for processing or storing personal data across the organisation.

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Things to Consider…

Title	Description
Rules for acceptable software use	You identify, document and implement rules for the acceptable use of software (systems or applications) processing or storing information.
Access control	You limit access to personal data to authorised staff only and regularly review users' access rights.
Unauthorised access	You prevent unauthorised access to systems and applications, for example by passwords, technical vulnerability management and malware prevention tools.
Mobile devices, home or remote working and removable media	You have appropriate mechanisms in place to manage the security risks of using mobile devices, home or remote working and removable media.
Secure area	You secure physical business locations to prevent unauthorised access, damage and interference to personal data.
Business continuity, disaster recovery and back-ups	You have plans to deal with serious disruption, and you back up key systems, applications and data to protect against loss of personal data.

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Child Safeguarding Resource

Data sharing to safeguard children

- We have just released a new 10 step guide on sharing personal information for safeguarding purposes.

- The guidance emphasises that the ICO will not punish organisations who share information to protect children & young people who are at risk of harm.

- Safeguarding children is everyone's responsibility - not just practitioners in child safeguarding.

A 10-step guide to sharing information to safeguard children

10-Steps to sharing information to safeguard children

1) Be clear about how data protection can help you share information to safeguard a child.
2) Identify your objective for sharing information, and share the information you need to, to safeguard a child.
3) Develop clear and secure policies and systems for sharing information.
4) Be clear about transparency and individual rights.
5) Assess the risks and share as needed.
6) Enter into a data sharing agreement.
7) Follow the data protection principles.
8) Share information using the right lawful basis.
9) Share information in an emergency.
10) Read our data sharing code of practice.

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Data Sharing: A Code of Practice

- It is a practical guide for organisations about how to share personal data in compliance with data protection law.
- It aims to give you confidence to share data fairly and proportionately.
- Data protection law facilitates data sharing when you approach it in a fair and proportionate way.
- This code helps you to balance the benefits and risks and implement data sharing.

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Any questions?

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