

Appendix 4- Information Governance in Schools Statistics

1. Data Protection Breaches in Schools

1.1 Between April 2023 and March 31st, 2024, there were 13 data breach incidents, an increase on last year.

| <u>Reason for breach</u> | <u>Quantity</u> |
|--|------------------------|
| Unauthorised access and sharing of information by students | 2 |
| Unauthorised sharing of staff information | 1 |
| Unauthorised sharing of parents' contact details (tel/email) | 3 |
| Unauthorised access to information (staff) | 1 |
| Documents sent to incorrect parent (hard copy) | 3 |
| Incorrect attachment sent via email | 2 |
| Documents sent to incorrect address | 1 |

1.2 One incident was reportable to the ICO but resulted in no further action.

2. Freedom of Information and Data Protection requests to Schools

2.1 FOI - A total of 6 FOI questions were recorded. Schools are their own separate 'public authorities' for the purposes of FOI requests, and 5 out of the 6 requests were received by multiple schools.

2.2 Data Protection requests- A total of 30 Subject Access Requests were received across all schools during the period.