**GDPR Report March 2019**

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| **Case number** | **Date Logged** | **Date of Breach** | **Type of Breach** | **Outcome** | **Preventative measures** |
| 1 (1124) | 27/09/2018 | 25/09/2018 | File transfer (unauthorised access to files) | Risk evaluation taken  Staff member spoken to | All future transfer of files is to be completed in person |
| 2 (1406) | 15/10/2018 | 15/10/2018 | Unauthorised disclosure (pupils first name) | Risk evaluation taken  Staff member spoken to | All correspondence to be reviewed prior to sending |
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