

Risk Matrix

	Low	Medium	High
Reputational loss	The breach is contained within the organisation	The breach is contained within existing contact with teachers and governors and trusted partners	The breach is not contained and there is a chance of social media contact, press coverage etc.
Individual	The breach has affected one individual.	The breach has affected at least 10 students/staff.	The breach has affected at least 100 students/staff.
Potential detriment	The failure does not have the potential to cause detriment to any individual	The failure has a low risk of resulting in detriment such as anxiety and distress	The failure has a high risk of resulting in detriment such as identity theft/fraud
Vulnerability	There is no vulnerability and the individual is at least 18 years old	A student has a vulnerability that puts them at risk such as a mental health issue, physical disability or the breach is related to known concerns about their wellbeing	A student has a vulnerability that puts them at significant risk such as a terminal illness, requires full time care support etc. or where the vulnerability is directly affected by our breach. The incident involves a student 17 years old or younger.
Sensitivity	No personal or sensitive data affected	Personal data affected	Personal and sensitive data affected

Assess each of the risks set out above and determine whether to score between low/medium and high

Risk Matrix

Risk	Impact									
	Reputational Loss	Score	Individual	Score	Potential detriment	Score	Vulnerability	Score	Sensitivity	Score
Low	Low	1	Individual	1	Low	1	Low	1	Low	1
Significant	Medium	5	More than 10	5	Medium	5	Medium	5	Medium	5
Major	High	20	More than 100	20	High	20	High	20	High	20

Use the above table to score each risk. You should use the numerical values next to each risk to create a total risk score

Reporting/Escalation mechanism

Risk	Score	Data breach owner	Reporting/escalation mechanism
Low	<14	[XXXX]	The Data breach investigation remains with the relevant [XXXXXX]. Report to the [XXXX] and Data Protection Officer within 24 hours.
Significant	Between 15 - 35	[XXXX]	The data breach investigation remains with the relevant [XXXXXX]. Report to the [XXXX] and Data Protection Officer within 24 hours.
Major	>40	[XXXX]	Report immediately to Data Protection Officer within 2 hours

1. Use the total risk score to determine whether the data breach is Low, significant or major.
2. Use the above reporting/escalation mechanism to determine the data breach owner and who the case should be reported to.
3. The reporting mechanism needs to be determined and completed as appropriate for your school.