



Notifiable Data Breach Response Plan

Maintain Information Security

Schools must take reasonable steps to protect personal information from misuse, interference and loss, and from unauthorised access, modification or disclosure

Data Breach is suspected or known

Has there been unauthorised access to, or disclosure of, or loss of personal information?

Contain the breach

Take immediate steps to limit any further access to / disclosure of / loss of personal information

Assess the breach

Is the data breach likely to result in serious harm to any individuals?
Consider what information is involved, the context, the cause and extent of the breach and the risk of harm.
Assessment should be completed within 30 days if possible.

Take remedial action

Where possible, take steps to reduce any potential harm
If serious harm would no longer be likely, proceed to review

Notify

If serious harm is still likely, prepare a statement for the OAIC and notify the affected individuals

Review the incident

Take action to prevent further breaches, such as fully investigating the cause of the breach, developing a prevention plan, updating security/response plan and policies, and revising staff training practices