

Data protection concern?

Have you noticed something that doesn't feel right?

A problem, mistake or situation involving information or systems. This could be something you've done yourself, or someone else has done. For example:

- Personal data sent to the wrong person
- Loss of information or devices
- Unauthorised access to data or systems
- Information changed, deleted or shared when it shouldn't be

Anyone can raise a concern - serve users, staff, volunteers, contractors, visitors.

What to do

Report immediately to the Data Protection Officer (DPO) Follow the DPO's out-of-office instructions if they're unavailable
Complete the IG Incident Report Form on IG SharePoint page

What happens next

The DPO and/or Senior Information Risk Owner (SIRO) assess what's happened
Identify any immediate actions that need to be taken Further steps are agreed, including any require reporting or process improvements



See it. Hear it. Act on it.

Keeping young people safe and information secure.