

Dear Parents/Carers

I am writing to inform you of an unfortunate situation we have had at our school, where we have identified missing personal data for some of our pupils.

Copies of speech and language therapy notes relating to some of our pupils have been identified as missing. During the process of locating this information, the school identified that records for a particular period were missing. This includes

- Pupil therapy notes for period 2023-24
- Group notes and class notes for period 2023-25

At present, the school has been unable to confirm whether:

1. No therapy notes were ever created by the staff member during the relevant sessions (which would constitute a breach of data protection principles relating to adequacy and record keeping, but not a personal data breach), or
2. Notes were created but stored outside Trust systems, for example on a personal device or kept at home, meaning the Trust has lost control of personal data. In this scenario, the incident constitutes a personal data breach involving children's health information.
3. Your child is affected by this

The school is actively making enquiries to establish the position, including seeking clarification from the staff member via their representative. At this stage, the school cannot confirm whether any notes exist or whether they are retrievable.

Because the data relates to children and includes special category data (health information), and because there is a possibility that personal data has been created and stored outside of school control, the school considers it appropriate to notify the Information Commissioner's Office (ICO) as a precautionary measure, and this has been done. We will follow guidance as set out by the ICO once they have assessed the breach.

We have also notified our DPO and the Trust, who will be assisting the school with the ongoing enquiries and is liaising with all relevant organisations.

We will inform you of the outcome of our enquiries, as soon as we have more information. Rest assured, we are doing everything we can to locate and retrieve any information relating to our pupils.

If you have further queries, please contact the school office at ots@maidenerleghtrust.org or our Trust DPO:

Judicium Education



98 Theobalds Road, London WC1X 8WB

enquiries@judicium.com

Kind Regards



Abi Davis
Headteacher

