



Subject: Urgent: Data Breach Notification.

To whom it may confirm

This is a notification of a cyber security incident that could affect our school community and some personal data.

What Happened On 20th January 2026, we detected unauthorised access to the Headteacher's email account. Our investigations confirmed that the intruder downloaded the email archive (approximately 7,000 emails).

What Information Was Involved Given the Headteacher's role, this account contains correspondence relating to school management and HR which may include:

- Names, addresses, and contact details of staff, parents and pupils.
- Records of correspondence between the school and families (which may include details on pupil progress, behaviour, or health where discussed).
- Performance management notes, sickness records, or details regarding disciplinary/grievance matters.
- Information regarding safeguarding or student support.

Risk Assessment While we cannot pinpoint exactly which emails were targeted, we must assume that any personal data shared with or by the Headteacher via email in the last 13 years could be compromised.

What we have done:

- The unauthorised access was terminated immediately upon discovery.
- We have secured the account and implemented enhanced authentication measures across the school.
- We have reported this incident to the Information Commissioner's Office (ICO) in compliance with the UK GDPR.
- We are reviewing our technical security with our IT providers.

What You Should Do

1. **Be Vigilant:** Watch for unexpected emails or calls purporting to be from banks, HMRC, or pension providers.
2. **Verify Requests:** If you receive urgent requests from the "Headteacher" or senior leadership asking for gift cards, wire transfers, or password changes, these are likely fraudulent.
3. **Bank Security:** While we have no evidence that bank account numbers were the specific target, if you have ever emailed your bank details to the Head for payroll purposes, you may wish to alert your bank's fraud team as a precaution.