

ISI reference number (SI22xxxx)	Date incident reported	Time incident reported	Date of incident * * If known, if not, use approximate date	Time of incident	Directorates	Incident	Personal data involved?	Source of report	Action taken	Team Responsible for Breach	Breach of Data Protection legislation by KCC?	The volume of personal data lost / compromised / corrupted (must notify ICO if >1000)	The sensitivity of the data lost / compromised / unlawfully corrupted (must notify ICO if highly sensitive data and/or there is significant risk of harm to individual(s))	Escalated to ICO?	ICO Case Reference where applicable	Rationale if not notified KIC / Outcome of Risk Assessment	Incident considered "near miss"?	Days between date of incident and date of report	Reason for delay if more than 3 days (72 hours)	Date investigation closed	Closed without report	Allocated IG Specialist	Category of Incident	Secondary Category
IS/22/003	06/01/2022	15:39	06/01/2022		Children, Young People and Education	Child in Care Review minutes for an adopted child was sent to birth mother in error	Yes	Senior Business Support Lead for South Kent	Data breach report form completed. The Birth mother should not have had the minutes and the email was not sent securely. Birth mother informed us of the error and deleted the email and attachment. ICO decision received 13/1/22 no action taken with recommendations.	South Kent Children in Care Services	Yes	1	High	Yes	IC-146285-L4P5			1		13/01/2022	No	Michelle	Disclosure to 3rd party	
IS/22/033	16/01/2022	16:05	16/01/2022		Regional Adoption Agency	Alleged breach of confidentiality on 3 occasions as part of the adoption application process	Yes	Complainant	Data breach investigation carried out by service manager, which confirmed that no breach occurred. Disclosure required as part of adoption practice. Letter sent. Complainant escalated to ICO. ICO enquiries received 25/7/22	Adoption	No	2	High	Yes	IC-167755-Z3C4	Does not meet criteria for notification		1		14/02/2022	Yes	Sandra	Alleged Unauthorised Disclosure	
IS/22/067	27/01/2022	12:32	19/01/2022		Children, Young People and Education	Student has accessed 3 staff drives belonging to provider Supajam	Yes	FE High Needs Funding and Monitoring Office	Supajam have reported this to police and ICO and are carrying out investigation to establish what information has been compromised. They are taking steps to ensure this does not happen again.	Not a KCC Breach	No	TBC	High	Yes				9		04/02/2022	No	Michelle	Misuse of data	
IS/22/101	09/02/2022	10:40	09/02/2022		Children, Young People and Education	Police check sent to third party in error	Yes	Team Manager, Margate CSWT	Data breach report form completed. Will inform police of this breach as it was their data. Also notified ICO. SW visited TP. Manager visited data subjects who do not want to complain at this time.	Margate CSWT	Yes	1	High	Yes	IC-155827-W1G3			1		26/02/2022	No	Michelle	Disclosure to 3rd party	
IS/22/125	20/05/2022	10:40	19/05/2022		Children, Young People and Education	Personal mobile number was published on a Pay It Forward poster whilst member of staff was employed by KCC	Yes	Programme Manager Head Start Kent (Special Projects)	Data breach form completed. The poster has now been removed from Kels. But other areas are being looked at. Apparently this was brought to our attention before - was anything done.	CYPE Head Start Kent	Yes	1	Med	Yes	IC-172147-T111			2		11/10/2022	No	Michelle	Misuse of data	
IS/22/143	27/05/2022	14:58	26/05/2022	14:02	Adult Social Care & Health	Email sent to psychologist at KMPT and CPN copied to client with similar name in error	Yes	Senior Administration Officer, North Kent (Dartford, Gravesham, Swale and Swale) Business Support Team supporting Mental Health	Data breach form completed. Recall was attempted. The psychologist also attempted recall. Have contacted recipient to apologise and ask for confirmation email has been deleted. Recipient will not delete the information unless we deal with her ongoing complaints. Notify the ICO. Consider sending a s179 letter.	DGSS Mental Health Team	Yes	1	High	Yes	IC-174472-42V6			2		08/06/2022	No	Michelle	Disclosure to 3rd party	
IS/22/171	16/06/2022	14:39	16/06/2022		Strategic & Corporate Services	A non-redacted version of the Dungeness Off Site Emergency Plan and supplementary plans was uploaded to the KCC website	Yes	Kent Resilience Team Manager	Data breach report form completed - Part 2 completed as part of detailed investigation and removal of document within the hour. Due to multi-agency involvement agreed to refer to ICO - 27/7/22 notification from ICO not taking any action	Kent Resilience Team	Yes	9	Low	Yes	IC-177153-V8X6			1		04/07/2022	No	Sandra	Disclosure to 3rd party	
IS/22/427	13/07/2022	11:31	12/07/2022		Children, Young People and Education	Short Break provider member of staff had their car broken into. Mobile phone and rucksack stolen with care plans relating to 2 clients.	Yes	CYPE Information Governance Lead	Data breach report form completed. Provider has carried out a thorough investigation. Police have been informed - reference number: SP-161815-22-0146-01. Families were informed. ICT have checked to see if there has been any access attempts. They notified ICO - no further action.	Not a KCC breach	Yes	2	High	Yes				2		22/07/2022	No	Michelle	Stolen personal info	
IS/22/431	19/07/2022	14:46	16/07/2022	10:47	Children, Young People and Education	In a case where children are living in multiple households, Early Help contacted wrong mother regarding referral. This has caused distress in both households, and is expected to result in a formal complaint.	Yes	Dartford Early Help Unit Lead	Data breach form completed. Subject called and verbally apologised to. Reminder issued to team. Process review conducted to prevent recurrence. Formal apology letter to be issued. ICO report submitted.	Early Help Unit 1	Yes	4	High	Yes	IC-181690-V4P2		No	1		19/07/2022	No	Jamie	Disclosure to 3rd party	
IS/22/436	19/07/2022	12:44	07/06/2022		Growth, Environment & Transport	Officer pocket notebook has been misplaced	Yes	Operations Manager, Complex Investigations, Trading Standards	Data breach form completed. Officer only became aware last week and they wanted to exhaust all possible whereabouts before confirming loss. Reported to ICO - received decision - no further action required.	Trading Standards	Yes	2	Med	Yes	IC-182134-P8B8			42		27/07/2022	No	Michelle	Lost personal info	
IS/22/477	09/08/2022	13:30	09/08/2022		Children, Young People and Education	Disclosure of clients personal data to a third party	Yes	Fostering	Data breach report completed. Both individuals knew each other. The client has stated that she will not share the information with anyone else. Manager will meet with foster carer to discuss the breach of confidentiality.	East Kent 1 Fostering Support Team	Yes	2	High	Yes	IC-186284-M1K3			1		22/08/2022	No	Michelle	Disclosure to 3rd party	
IS/22/513	31/08/2022	16:01	26/08/2022		Growth, Environment & Transport	Ex-employee emailed KCC work to her personal email address	Yes	Strategic Programme Manager, Growth and Communities	Data breach form completed. Currently Suspended. Has a job in another LA. HR, Fraud, Legal Services all involved. Need to improve the information. Report to ICO. Informed organisations whose data is involved. ICO decision no further action 6.8.22. Story of investigation shared with them 7.11.22	Growth and Communities	Yes	10,000+	Low	Yes	IC-190006-K3Z3			7		07/11/2022	No	Michelle	Misuse of data	