



All Saints'  
Academy  
Cheltenham

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Date: 3<sup>rd</sup> October 2022

Dear Parent/Carer,

I am writing to alert you to a data breach which occurred over the weekend with regards to collating information for the Year 7 retreat.

Early investigation has highlighted that this breach may have occurred due to an administrative error on ensuring that each form was restricted, as a consequence of this unrestricted information being live, personal data (i.e. phone number, address) may have been viewed by other Year 7 parents.

May I apologise on behalf of the Academy for this lapse in security. I will be conducted a full investigation into how and why this happened, and will inform you of the outcome in due course.

Please feel reassured that no personal data is currently live, however, a review of parental survey procedures will result in a change of procedure to ensure that this does not happen again.

Yours sincerely

Mr D McNiffe  
Principal

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Principal: Dermot McNiffe, B Ed Hons, NPQH