

Learn Over Breach Notification Policy

1. Purpose

This policy outlines Learn Over's procedures for responding to a data breach or security incident that may compromise student, parent, or partner information. It ensures compliance with the Data Protection Act, 2011 of Trinidad and Tobago and demonstrates our commitment to transparency and trust.

2. Definition of a Data Breach

A data breach occurs when personal information is:

- Lost, stolen, or accessed without authorization.
- Disclosed to an unintended party.
- Altered or destroyed in a way that compromises accuracy.
- Exposed due to system failures, cyberattacks, or human error.

3. Detection & Assessment

- All staff and affiliates must immediately report suspected breaches to the Learn Over Data Protection Officer (DPO).
- The DPO will assess the scope, nature, and impact of the breach, including what information was involved and the risk to individuals.

4. Containment & Recovery

- Immediate steps will be taken to stop unauthorized access, recover data where possible, and prevent further loss.
- Security teams will document actions taken, including system fixes or password resets.

5. Notification to Individuals

- Learn Over will notify affected parents/students as soon as reasonably possible after confirming a breach.
- Notifications will include:
 - A description of the breach.
 - What information was involved.

- Steps Learn Over has taken to address it.
- Guidance on what parents/students should do to protect themselves (e.g., password changes).
- Contact information for support.

6. Notification to Authorities

Where required by law or in serious cases, Learn Over will report the breach to the Trinidad and Tobago Information Commissioner or other regulatory bodies.

7. Record-Keeping

- All breaches, regardless of severity, will be logged in the Company's Incident Register.
- Records will include the cause, impact, and remedial actions taken.

8. Review & Prevention

- After a breach, Learn Over will review systems, policies, and training to prevent recurrence.
- Staff will undergo refresher training if the breach was caused by human error.

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