**If you have been the victim of a ransomware or other cyber incident, please take the following steps immediately:**

* Enact your incident management plan / cyber incident response plan.
* Contact your insurance provider if you have cover.
* If you are a part of a Local Authority (LA) please contact your LA.
* Contact your local law enforcement and Action Fraud, via <https://www.actionfraud.police.uk/>
* Contact a Cyber Incident Response (CIR) company as soon as possible. Some CIR companies certified by the NCSC can be found [HERE](https://www.ncsc.gov.uk/schemes/cyber-incident-response/find-a-provider).

Please be aware that speed is of critical importance during a cyber incident to help protect and recover any systems that may have been affected and help prevent further spread.

If there is a suspected personal data breach then please inform the ICO either online via [www.ico.org.uk](http://www.ico.org.uk/) or contact them via their helpline on 0303 123 1113 within 72 hours.

It is good practice to have a Cyber Incident Response Plan in place for your school. As part of the Risk Protection Arrangement, the DfE have provided a template cyber response plan which is based on our own document. You can find it [HERE](https://www.rpaclaimforms.co.uk/wp-content/uploads/2022/03/RPA-Cyber-Response-Plan-Template-V1.0.pdf).

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# **Cyber Incident Contact List**

**Headteacher / Setting Lead:**

**Telephone:**

**Email:**

**Insurance Company:**

**Telephone:**

**Email:**

**Insurance Ref:**

**ICO Reporting**

[www.ico.org.uk](http://www.ico.org.uk)

**0303 123 1112**

**Out of hours key holders**

**Name:**

**Telephone:**

**Name:**

**Telephone:**

**Name:**

**Telephone:**

**Chair of Governors / Strategic Lead**

**Name:**

**Telephone:**

**Email:**

**IT Provision / Supplier**

**Name:**

**Telephone:**

**Email:**

**School Data Protection Officer**

**Name:**

**Telephone:**

**Email:**

**Local Authority Designated Officer**

**(LADO)**

**Name:**

**Telephone:**

**Email:**

**Designated Safeguarding Lead**

**Name:**

**Telephone:**

**Email:**

**NCSC Incident Reporting:** [**https://report.ncsc.gov.uk**](https://report.ncsc.gov.uk)

**Report all phishing emails to** [**report@phishing.gov.uk**](mailto:report@phishing.gov.uk)

**Action Fraud (Reporting Cyber Crime)**

**0300 123 2040 [Press 9 for active incidents]**

<https://www.actionfraud.police.uk/>

**Cyber Protect Officer**

**Name:**

**Telephone:**

**Email:**