



Data Protection Breach Reporting Form

1. Summary of Incident

Date and Time of Incident:	
Number of people whose data is affected:	
Department:	
Nature of breach: e.g. Theft/disclosed in error/technical problem	

Description of how breach occurred:	
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2. Reporting

When was breach reported?	
How did you become aware of the breach?	
Has DPC and DPO been informed? DPC – Patrick Devereux	

DPO – Lucy Henderson	
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Sections 3 to 6 are to be completed by DPC/DPO

3. Personal Data

Full description of personal data involved (without Identifiers);	
Number of individuals affected:	
Have all affected individuals been informed?	
If not, state why not:	
Is there any evidence to date that the personal data involved in this incident has been inappropriately processed or further disclosed? If so, please provide details:	

4. Data Retrieval

What immediate remedial action was taken:	
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Has the data been retrieved or deleted? If yes – date and time:	

5. Impact

Describe the risk of harm to the individual as a result of this incident:	
Describe the risk of identity fraud as a result of this incident:	
Have you received a formal complaint from any individual affected by this breach? Is, provide details:	

6. Management

<p>Do you consider the employee(s) involved has breached information governances policies and procedures:</p>	
<p>Please inform of any disciplinary action taken in relation to the employee(s) involved:</p>	
<p>Had the employee(s) completed GDPR training?</p>	
<p>As a result of this incident, do you consider whether any other personal data held may be exposed to similar vulnerabilities? If so, what steps have been taken to address this:</p>	

Has there been any media coverage if the incident? If so, please provide details:	
What further action has been taken to minimise the possibility of a repeat of such an incident? Please provide copies of any internal correspondence regarding any changes in procedure:	