

Data Breach Form

Document Control

Reference: Breach

Issue No: 1

Issue Date: 21/09/2018

The person discovering the breach notifies and returns the completed form to the DPO within 24 hours *****DO NOT contact the ICO directly*****

Please complete the form with as much information as possible.

Please do not include and personal data when completing this form. Should any personal data be required it will be asked for later.

1. About the Breach

Describe what happened?

When did you discover the breach?

When did the breach happen?

How was the breach caused?

How did you find out about the breach?

What measures have you put in place to minimise any risk?

Location of the breach

2. Personal Data

What personal data has been put at risk?

How many individuals have been affected?

Who are the affected individuals? (employees, clients, contacts)

What are the potential consequences on those individuals?

What is the likelihood of the individuals experiencing significant consequences?

Very Likely – Likely – Neutral – Unlikely – Very Unlikely – Not yet know



3. Containment and Recovery

Have you taken and action to minimise the risks? If so, please provide details
Has the data now been recovered? If so, please provide details of how and when this occurred.

Are the affected individuals aware?

4. Training and Guidance

Has the staff member(s) involved in this incident received training and if so, what and when?

5. Additional Information

Have you informed the Police about this incident? If so, please provide further details including and reference numbers and specify the Force concerned.

Has there been any media coverage of the incident? If so, please provide details of this.

Change History Record

Issue	Description of Change	Approval	Date of Issue
0.1	Draft	Head of Service and Operations	21/09/2018

