**Data Breach Incident Reporting Form**

**Send completed forms as soon as possible, to Data Protection Officer name, Data Protection Officer*.*  
Provide as much information as you can, but do not delay sending in the form.**

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| **GENERAL DETAILS** | | |
| **Name of person reporting:** |  | |
| **Department:** |  | |
| **Contact number:** |  | |
| **Date form completed:** |  | |
| **Date of incident:** |  | |
| **Location of incident** |  | |
| **ABOUT THE INCIDENT** | | |
| **Incident description. What has happened?** |  | |
| **Was personal information lost or compromised?** |  | |
| **If yes, was sensitive personal data compromised?** *This is data relating to health, social care, public health, ethnicity, sexual life, trade union membership, political or religious beliefs, criminal offences, genetic or biometric data.* |  | |
| **What information does it relate to?** E.g. a file containing pupils details, or staff addresses |  | |
| **How many people does the information relate to?** |  | |
| **What medium was the information held on?**   * Paper, USB stick, Laptop, etc. |  | |
| **Dealing with the incident:**  **Please list initial actions: -** Who has been informed? What has been done? |  | |
| **Has any action been taken to prevent recurrence?** |  | |
| **Are further actions planned?** If so, what? |  | |
| **Incident management** | | |
| If electronic, was the data encrypted? | | Yes/No |
| Have the staff involved in the security incident done any Data Protection Training? | | Yes/No |
| Has the data subject been informed? | | Yes/No |
| Has the line manager been informed? | | Yes/No |
| IT Services informed (if the incident involves the loss or theft of IT Equipment)? | | Yes/No |

**Who to contact for advice:**

***Name of DPO, Data Protection Officer (DPO) – Email: email address here or Ext extension number here***