|  |
| --- |
| FORM FOR REPORTING A SUSPECTED DATA BREACH |
| Your Name: | School / Department:  |
|  |  |
| **Today’s Date:**  | **Tel No:** | E-mail Address: |
|  |  |  |

|  |  |
| --- | --- |
| **What date did the breach occur:** | **Time of breach:** |
|  |  |
| **What date did you find out about the breach:** | **Number of individuals whose data could be affected:** *(enter quantity)* |
|  |  |
| **Who Was Notified?** | **Time of Notification:** |
|  |  |
| **Brief Description of Incident:** *(including what data has been breached, individuals concerned, other relevant data)* |
|  |
| **Categories of individuals concerned:** *(Staff / Pupils / Parents / Governors / Directors / Other (If Other, please give details)* |
|  |
| **Categories of personal data concerned:** *Racial/ethnic origin / Political opinions / Religious or philosophical beliefs / Trade Union membership / Sex life / Sexual orientation / Gender reassignment / Health / Basic personal identifiers (e.g. name, contact details) / Identification data (e.g. usernames, passwords) / Economic/financial data / Official documents (e.g. driving licence, passport) /Location data /Genetic/biometric data / Criminal convictions/offences / Not yet known / Other (please specify)* |
|  |  |  |
| **Describe the potential consequences of the data breach including any risk/actual harm to data subject(s):** *(eg identity theft, fraud, manual loss, threat to services, physical harm, distress)* |
|  |  |  |
| **Measures taken, or proposed to be taken, to deal with the data breach:** |
|  |
| **Has the data subjects been informed about the breach?** |
|  |
| **If there has been a delay in reporting this breach please explain why:** |
|  |  |  |
| **Have you had and data protection training?** *(please state training received along with month and year)* |
|  |  |  |
| **Initiated By:**  | **Date:**  | **Reviewed and Signed by the DPO:** | **Date:** |
|  |  |  |  |