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| FORM FOR REPORTING A SUSPECTED DATA BREACH | | |
| Your Name: | | School / Department: |
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| **Today’s Date:** | **Tel No:** | E-mail Address: |
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| **What date did the breach occur:** | | | **Time of breach:** | | | | |
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| **What date did you find out about the breach:** | | | **Number of individuals whose data could be affected:** *(enter quantity)* | | | | |
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| **Who Was Notified?** | | | **Time of Notification:** | | | | |
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| **Brief Description of Incident:** *(including what data has been breached, individuals concerned, other relevant data)* | | | | | | | |
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| **Categories of individuals concerned:**  *(Staff / Pupils / Parents / Governors / Directors / Other (If Other, please give details)* | | | | | | | |
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| **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)* | | | | | | | |
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| **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)* | | | | | | | |
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| **Measures taken, or proposed to be taken, to deal with the data breach:** | | | | | | | |
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| **Has the data subjects been informed about the breach?** | | | | | | | |
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| **If there has been a delay in reporting this breach please explain why:** | | | | | | | |
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| **Have you had and data protection training?** *(please state training received along with month and year)* | | | | | | | |
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| **Initiated By:** | **Date:** | **Reviewed and Signed by the DPO:** | | **Date:** | | | |
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