Data Breach Incident Reporting Form

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

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 <u>sensitive</u> 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:

*Lorraine Barella, Data Protection Officer (DPO) – Email:
Lorraine.barella@mayville.waltham.sch.uk or Ext 141*