**Data Breach Reporting Form**

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| **Name of Reporting Person** |  | **Date** |  |
| **Department** |  | **Manager** |  |
| **Time since breach** | **0-72 hours** | **Over 72 hours** |
| **When the breach occurred** | Date: | Time: |
| **When you became aware of the breach** | Date: | Time: |
| **Was the breach caused by a cyber incident?** | **Yes / No** *(If Yes, please provide details)* |
| **Type of Breach** | *Select one or more: Disclosed in error (accidental); lost data or hardware; lost in transit; non-secure disposal; technical failure/fault; procedures/process failure; unauthorised access or use; misuse of data; other (please describe).* |
| **Description of the breach** | *Free text - please enter all relevant details (how did it occur, what was the source of the breach, who is responsible for the breach).* |
| **What type of data has been breached?** | *Provide details e.g. Name, E-mail, address, phone number, financial information, racial/ethnic origin, political opinions, religious/philosophical beliefs, trade union membership, genetic data, data concerning health, data concerning sex life, criminal convictions/offences. How many records were included?* |
| **Was the data protected?** | **Yes / No** *Provide details (encrypted, password protected etc)* |
| **If accidental disclosure, has the unintended recipient confirmed deletion/return of the data?** | **Yes / No***Provide any further details.* |
| **Who has been affected?** | *Provide details e.g. Staff, former staff, consultant, unconnected third party, child/minor, vulnerable adult; how many data subjects are affected.* |
| **What are the possible consequences?** | *Consider: loss of control of personal data, limitation of rights, discrimination, identity theft or fraud, financial loss and other economic or social disadvantage. How severe or significant are the consequences?* |
| **What action has been taken to mitigate the effects?** | *Consider: actions to reduce effect on data subject, actions to control breach and avoid impact on other data subjects.* |
| **Has the data subject been notified?** | *Provide details. If no notification, please explain why not.* |
| **Data protection training** | *Provide details of training undertaken by the person responsible for the breach.*  |
| **What you have learned?** | *Provide details of changes you will make to processes or behaviour to ensure this does not happen again* |
| **Has this type of breach occurred before?** | *Provide details, including whether previous breaches were the result of the actions of the same individual.*  |

**To be completed by the Data Protection Team**

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| **Recorded on breach register?** | **Yes/No** |
| **Is this a reportable breach?** | **Yes No**  *(if No, explain why)* |
| **Reported to ICO / Date** | **Yes/No** *(initial and/or final report?); ICO Reference number* |
| **Reported to Charity Commission / Date** | **Yes/No** *(initial and/or final report?); CC Reference number* |