##### **Data Breach Report Form**

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| **Date the breach was discovered:** This should be the date that the breach was first discovered. |  |
| **Date the breach occurred:** If known and/or different from the date of discovery. |  |
| **Nature of the breach:** Provide brief details of what happened that has resulted in a suspected breach but don't include any personal information here. E.g. "Lost USB stick in school - it was not password protected.” |  |
| **Details of the breach:** Provide details of the personal information that has been compromised. E.g. "The USB stick contained full names, DOB and medical information of all pupils in year 2.” |  |
| **Details of how the breach was discovered:** Please set out as much information as possible about how you became aware of the breach. For example, a parent contacted to notify the school of the breach. |  |
| **Any action taken on discovering the breach:** Briefly set out any action taken since discovery of the breach. If no action has been taken just state 'none' |  |
| **Breach reported by:** Please include the name and contact details for the member of staff who is completing this breach report. If you're making this report on behalf of somebody else, include their name here as well, otherwise just include your name. |  |

##### **Reporting: to be completed by your Data Protection Officer**

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| **Nature of the breach:** | |
| **Has data been lost or stolen?**  If so, please provide details. |  |
| **Has data been changed or modified?**  If so, please provide details. |  |
| **Has data been shared in error?**  If so, please provide details including who the data has been shared with and how it was shared. |  |
| **Has unauthorised access to data been granted in error?**  If so, what data is involved and who has been given access to this. |  |
| **What is the nature of the breach?**  If none of the above circumstances apply, please provide details of the nature of the breach. |  |
| **Personal data:** | |
| **What personal data has been breached?**  Please list the types of data that have been included in the breach. |  |
| **Was any special category data involved in the breach?**  Please list the special category data involved. |  |
| **Who is/are the data subject(s)?**  Please state if it was student, parent, staff or other personal data. |  |
| **How many data subjects are involved?**  Please state how many data subjects have had their personal data breached. |  |
| **Any outstanding information:** | |
| **Do you require any further information to assess whether this breach will need to be reported?**  Please bear in mind the threshold for breach reporting and whether any further information is required to assess whether that threshold has been met. |  |
| **Reporting:** | |
| **Does the breach meet the threshold to report to the ICO?**  Please state the reason for reaching this decision. |  |
| **If you answered yes to the previous question, has the breach been reported?**  If so, please state when. |  |
| **Does the breach need to be reported to the police?**  If so, please state why and what date this report has been made. |  |
| **Does the breach need to be reported to any other external organisation?**  If so, state which organisation, why and when the report was made. |  |
| **Actions:** | |
| **Please set out advice on any actions required to contain the breach:** |  |
| **Please set out advice on any actions required to mitigate the risks involved with this breach:** |  |
| **Please set out advice on any actions required to reduce the risk of any future breaches:** |  |

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| **Name:** |  |
| **Role:** |  |
| **Signature:** |  |
| **Date:** |  |