

<< Date of this Breach Report	
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Your Details

[You may complete and submit the form *anonymously* in each of the fields in this form. If you wish to submit this form anonymously, you should not identify you. For anonymous submissions, please <<describe how you wish to do so, please put >> that if you are submitting this form anonymously, you should not identify you. For anonymous submissions, please <<describe how you wish to do so, please put >>.]

Title:	
Forename(s):	
Surname:	
Department (if applicable):	
Manager or supervisor:	
Telephone number:	
Email address:	

Date of this Breach Report:	
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Details of Data Breach

Please provide as much detail as you can about the data breach that you have discovered or suspect. The more accurate and detailed the information provided in this form, the more quickly and effectively the Company can respond to the data breach.

Date and time of data breach:	
Date and time data breach discovered:	
Is the data breach actual or suspected?	
Please provide a summary of the data breach:	
What type(s) of data are involved?	
Approximately how much data is involved?	

Is personal data Involved?
Is sensitive personal data involved?
If personal (or sensitive personal) data is involved, what type(s) of data subject are affected (e.g. customers, employees)? (please do not identify any individual data subjects)
Approximately how many data subjects (if any) are likely to be affected (if known)? (please do not identify any individual data subjects)
What caused the data breach? (please provide as much detail as you can)
Have you or any other member of staff taken any action relating to the breach since discovery other than completing this form? (if yes, please provide as much detail as you can)
Is the data breach ongoing?
Are you aware of any other data breaches, related or otherwise? (if yes, please provide details)

For Use by the [Data Protection department>>]

Received by:
Date received:
Forwarded for action to (if applicable):
Date forwarded (if applicable):

S

A

M

P

L

E

at position(s)>>] OR [<<insert