## <- Data

## **Important Information**

<<Insert Company Name>> collection of the collec

- the loss or theft of a physica
- the loss or theft of com smartphone or tablet), porta storage devices;
- equipment failure;
- unauthorised access to, u controls allowing unauthoris
- unauthorised disclosure of d
- human error (e.g. sending d
- unforeseen circumstances s
- hacking, phishing, and othe deception;
- <<add further examples if de</li>

If you discover or suspect a data and send the completed form to [th contact details>>] **OR** [<<insert na department and contact details>>] position, e.g. "your line manager">>>

After sending this form, unless an Officer] **OR** [<<insert name and/or take any further action with respect yourself to notify affected data subjindividuals or organisations. [The and/or position>>] **OR** [<<insert caddress the data breach, whom to respect to the caddress of the data breach, whom to respect to the caddress of the data breach, whom to respect to the caddress of the data breach, whom to respect to the caddress of the data breach, whom to respect to the caddress of the caddres

s a range of personal data and portance, both commercially and

reach Policy should be followed.

laptop), mobile devices (e.g. (e.g. USB drive), or other data

of data (or inadequate access cation);

t);

ereby information is obtained by

this Data Breach Report Form ction Officer, <<insert name and contact details>>] OR [<<insert ay need to liaise with <<insert rm.

the Company's Data Protection t department>>], you should not icular, you must not take it upon nmissioner's Office, or any other ion Officer] OR [<<insert name mine the steps to be taken to

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## Date **Your Details** [You may complete and submit th you wish to do so, please put anonymous in each of the fields in e that if you are submitting this identify you. For anonymous form anonymously, you should n submissions, please <<describe ho d anonymously>>. Title: Forename(s): Surname: Department (if applicable): Manager or supervisor: Telephone number: Email address: Date of this Breach Report: **Details of Data Breach** Please provide as much detail as y reach that you have discovered or suspect. The more accurate and provided in this form, the more the data breach. quickly and effectively the Company 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 t position(s)>>] OR [<<insert department>>] Received by: Date received: Forwarded for action to (if applicable): Date forwarded (if applicable):