

Appendix 1 – Breach Reporting Form			
Reporting Officer			
Team			
Service Area and name of Business Manager			
Date of Breach			
Date Breach discovered			
Does the breach involve the personal data of living individual(s)?	YES	NO	Unknown at time of reporting
Does the breach involve special category personal data?	YES	NO	Unknown at time of reporting
Does the breach involve card data?	YES	NO	Unknown at time of reporting
A description of the breach: 1/ what caused it? 2/ what data was affected? 3/ what was / could be the impact of the breach?			
Do you consider the data to be contained and the risk to data subjects mitigated?	YES – Explain NO – Explain		

To be completed by the Data Protection Officer			
Risk Assessment?	HIGH	MEDIUM	LOW
Reported to the ICO?	YES		NO
Date reported to the ICO			
If ICO not notified, record the reason why			
Data subjects informed?	YES		NO
Date data subjects informed			
If data subjects not informed, record the reason why			
Describe the steps taken to remedy the breach / recover the data or to mitigate the risk and impact of the breach			
Post breach analysis, follow up actions and lessons learnt			