

### Appendix 1 – Breach Reporting Form

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

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