

Data Breach Report Form

Notification of Data Security Breach	To be completed by the Clerk/Ast Clerk/Chair		
Date incident discovered			
Date(s) of incident			
Place of incident			
Name of person reporting incident			
Contact details:			
Brief description of incident:			
Brief description of data lost			
Number of data subjects involved:			
Have data subjects been contacted?	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO		
Has any personal data been placed at risk?	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO		
Brief description of any action taken at the time of discovery			
Received by: On:	Action taken: On:		

Assessment of Breach	To be completed by appointed person(s)	
Details of data breach: (records, equipment involved)		
What information has been lost?		
How much data has been lost? (if IT, when was the last back up?)		
What impact will this loss have on the council?		
How many data subjects were affected?		
What is the sensitivity of the data?		
Is the data relating to the racial or ethnic origin, political opinions or religious beliefs, trade union membership, genetics, biometrics, health, sex life or sexual orientation?	YES	NO
Could the data be used to commit fraud or identify theft? I.e. bank account details, copies of passports?	YES	NO
Relating to individuals work performance, salaries of personal life that could cause significant distress?	YES	NO
Security information that may put an individual in danger?	YES	NO
Reported to: ICO (if applicable) Data subjects: Third Parties: (police, banks – if applicable) Report to Full Council: (attached)	By	Date

Review	To be completed by appointed person(s)
Date:	
Action taken	
Follow up, action required, recommended	