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| **Data Breach Notification Form** | **Ref:** |  |

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| **Breach details** | |
| Security incident  (eg. Email sent to wrong recipient, USB stick lost) |  |
| Consequence  (eg. Data has been lost, stolen, destroyed, altered, disclosed or made available where it should not have been. |  |
| When was the incident discovered? |  |
| When did it happen? |  |
| Which staff member was involved in the breach? |  |
| Contact details |  |
| Who was the breach reported to? |  |
| Contact details |  |
| What action has been taken to mitigate the breach? |  |
| **Data** | |
| Is the data hard copy or electronic? |  |
| Is the data encrypted? |  |
| Whose data is affected? |  |
| Numbers of individuals affected? |  |
| Description of the personal data compromised? |  |
| Does it include any sensitive data? | |
| Racial or ethnic origin | Yes/No |
| Political opinions | Yes/No |
| Religion | Yes/No |
| Trade Union membership | Yes/No |
| Genetics | Yes/No |
| Biometrics (eg. fingerprints), used for identification purposes | Yes/No |
| Health – physical or mental | Yes/No |
| Sex life or sexual orientation | Yes/No |
| Data relating to criminal offences | Yes/No |

Send to: [tracey.riches@clear7.co.uk](mailto:tracey.riches@clear7.co.uk)