

Boughton Leigh Junior School

Data Protection Breach Reporting Form

The aim of this document is to ensure that in the event of a security incident such as data loss, all information can be gathered to understand the impact of the incident and what must be done to reduce any risk to customers and/or CBC data and information and the individuals concerned.

The checklist can be completed by anyone with knowledge of the incident. It will also require review by the FOI & Privacy Specialist who can determine Data Protection Act implications and assess whether changes are required to existing business processes.

1. Summary of Incident	
Date and Time of Incident	
Number of people whose data is affected	
Department	
Nature of breach e.g theft/disclosed in error/technical problems	
Description of how the breach occurred	

2. Reporting	
When was the breach reported?	
How you became aware of the breach	
Have DPO and ICO been informed?	

3. Personal Data	
Full description of personal data involved (without identifiers)	
Number of individuals affected	
Have all affected individuals been informed	
If not, state why not	
Is there any evidence to date that the personal data involved in this incident has been inappropriately processed or further disclosed? If so, please provide details	

4. Data Retrieval	
What immediate remedial action was taken	
Has the data been retrieved or deleted? If yes - date and time	

5. Impact	
Describe the risk of harm to the individual as a result this incident	
Describe the risk of fraud of identity as a result as a result of the incident	
Have you received a formal complaint from any individual by this breach? If so, provide details	

6. Management	
Do you consider the employee(s) involved has breached information governances policies and procedures	
Please inform of any disciplinary action taken in relation to the employee(s) involved	
Had the employee(s) completed data protection training	
As a result of this incident, do you consider whether any other personal data held may be exposed to similar vulnerabilities? If so, what steps have been taken to address this	
Has there been any media coverage of the incident? If so, please provide details	
What further action has been taken to minimise the possibility of a repeat of such an incident? Please provide copies of any internal correspondence regarding any changes in procedure	

This form has been completed by.....

Date of completion