



## THE DOWNLEY SCHOOL

### DATA BREACH REPORTING FORM

The aim of this document is to ensure that, in the event of a security incident such as personal data loss, information can be gathered quickly to document the incident, its impact and actions to be taken to reduce any risk of harm to the individuals affected.

The checklist can be completed by anyone with knowledge of the incident. It will need to be submitted and reviewed by the Data Protection Officer who can determine the implications for the school, assess whether changes are required to existing processes and notify the ICO / data subject where appropriate.

<b>SUMMARY OF INCIDENT</b>	
<b>Data and time of incident</b>	
<b>Nature of breach (e.g. theft/ disclosed in error/ technical problems)</b>	
<b>Give a full description of how breach occurred</b>	
<b>PERSONAL DATA</b>	
<b>Give a full description of all the types of personal data involved with the breach but not specifically identifying the individual concerned</b>  <b>(e.g. name, addresses, health information etc.)</b>	
<b>How many individuals are affected?</b>	
<b>Have the affected individuals been informed of the incident?</b>	
<b>Is there any evidence that the personal data involved in this incident has been further disclosed?</b>  <b>If so, please provide details</b>	



<b>IMPACT OF BREACH</b>	
<b>What harm is foreseen to the individuals affected? (e.g. could the breach increase the risk of identity theft?)</b>	
<b>What measures have been taken to minimise the impact of the incident?</b>	
<b>Has the data been retrieved or deleted? If yes, state when and how?</b>  <b>If yes, state when and how</b>	
<b>REPORTING</b>	
<b>Who became aware of the breach?</b>	
<b>How did they become aware of the breach?</b>	
<b>Form Completed by</b>	
<b>Position</b>	
<b>Date</b>	