



Data Breach Reporting Form

1. Report Details:

Date of Report:

Time of Report:

Reported By:

Job Title:

Department:

Contact Information: Email:

Phone No:

2. Breach Details:

Date of Breach:

Time of Breach (if known):

Date Detected:

Location of Breach: Online System Office Third-party Provider

Description of the Breach:

Provide a detailed account of what happened, how the breach occurred and the type of personal data involved, including the number of individuals affected.



3. Risk Assessment:

Potential Impact of the Breach:

Describe any risks to individuals, reputational damage, financial impact, or regulatory concerns.

Has the data been recovered?

Yes No

Has the data been accessed by unauthorised individuals?

Yes No

Is there evidence of malicious intent (hacking, theft, or fraud)?

Yes No



4. Containment and Mitigation

Immediate Actions Taken:

Describe steps taken to contain the breach and mitigate its impact, such as securing affected systems, informing affected individuals

Further Actions Required:

List any ongoing or planned measures to prevent recurrence, such as staff training, security upgrades, and policy changes.

5. Reporting and Notification

Has the breach been reported to the Compliance Officer?

Yes No

Has the breach been reported to the Information Commissioner's Office (ICO)?

Yes No

Have affected individuals been notified?



Yes No

6. Review and Follow-up

Lessons Learned:

Summarise findings, including any weaknesses identified and recommendations for future prevention.

Completed By:

Job Title:

Date:

Reviewed By:

Job Title:

Date: