|  |
| --- |
|  Data Security Incident Report Form |
| Date incident occurred:  |  | Date incident reported: |  |
| Location of incident: |  |
| Does the breach involve personal data? |  Yes [ ]  No [ ]  |
| Type of information breach:*(Indicate what form the information was in when the incident occurred)* | [ ] Digital – e.g. Hacking, Virus, Ransomware, file corruption etc.[ ] Electronics – e.g. lost laptop, phone, USB device[ ] Verbal – e.g. wrong information given over the phone[ ] Paper – e.g. lost or misplaced file etc.  |
| Details of incident:*(State facts only and* ***not*** *opinions. Include details of staff involved and any contributing factors)* |  |
| Reporter details |
| Name: |  | Job title: |  |
| Signature |  |
| **To be completed by Data Protection Champion** |
| Incident details (if more space is required please keep with this initial form).*This should include** *Type and number of individuals involved*
* *Types of data*
* *Number of records concerned*
 |  |
| Likely consequences of the breach.*Especially note if there is potential risk to the rights and freedoms of an individual.* |  |
| Action taken (if more space is required please keep with this initial form).*Describe the measures taken or which will be taken to deal with and mitigate the attack.* |  |
| Has the ICO been informed within 72 hours? *Only in the instance that an individual’s rights or freedoms are likely to be at risk.* | Yes [ ]  No [ ]  N/A [ ]  |
| Has the data subject been informed? *Only in the instance that their rights or freedoms are likely to be at risk.* | Yes [ ]  No [ ]  N/A [ ]  |
| Data Protection Champion Name: |  |
| Signature: |  | Date: |  |