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| 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: |  | |