

## Data Breach Initial Report

Name of Person reporting breach:	Name of person causing the breach (if known and different):
Department and Line Manager Name:	
<p>Nature of the breach:</p> <ul style="list-style-type: none"> <li>• Loss or theft of data or equipment on which data is stored; <input type="checkbox"/></li> <li>• Inappropriate access controls allowing unauthorised use; <input type="checkbox"/></li> <li>• Equipment failure; <input type="checkbox"/></li> <li>• Unauthorised disclosure (e.g. email sent to incorrect recipient or document posted to the wrong address or personal information posted onto the website without consent) <input type="checkbox"/></li> <li>• Human error; <input type="checkbox"/></li> <li>• Unforeseen circumstances such as a fire or flood; <input type="checkbox"/></li> <li>• Hacking attack; <input type="checkbox"/></li> <li>• 'Blagging' offences where information is obtained by deceiving the organisation who holds it. <input type="checkbox"/></li> <li>• Other, please state: <input type="checkbox"/></li> </ul>	
How did the breach occur?	
Date Breach Happened:	
Date you became aware of the breach. If there is a difference in the date occurred and the date you are reporting the breach, please state why there has been a delay.	
Data Involved – Please list the data that is affected by this breach. E.g. names and addresses. Please make sure you list all data, particularly if it is considered sensitive (ethnicity, religion, health etc.)	
<p>Was the data encrypted?</p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>	
<p>How many data subjects are involved and is it a specific group of data subjects? E.g. students studying a particular module. Do you know exactly who is affected by this breach? If so, please attach a list.</p>	

Are the individuals already aware of the breach? If so, have any made a complaint regarding the breach?

Have you already taken any action to minimise/mitigate the effect on the individuals?

Please state any steps you have taken to prevent a recurrence of this incident.

Have the police or any regulatory bodies already been informed of this incident?

Has there been any media coverage of this incident or comments on social media?

## Data Protection Officer Actions

Assessment of Level of Risk to Data Subjects' Privacy	
Should the ICO be informed? Please state reasons for decision.	
Date ICO informed (if applicable)	Method and Name of person contacting ICO
If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms they should also be informed. Please state decision regarding informing individuals and reasons for decision.	
Date Individuals Informed	Method and Name of Person Contacting Individuals
Details of investigation into how the breach occurred	
Actions taken to ensure the data breach does not happen again.	
Details of any disciplinary action required.	

revised: 07/09/2022 V1.1 Reviewed 21/08/2023