

BEDDINGTON INFANTS SCHOOL: DATA BREACH REPORTING FORM

Summary of Incident	
Date and time of incident	
Number of people whose data is affected	
Nature of breach, e.g. theft/disclosed in error/technical problems	
Description of how breach occurred	
Reporting	
When was the breach reported?	
How did you become aware of the breach?	
Who has been informed? ICO/LA etc.	
Personal data	
Full details of personal data involved (without identifiers)	
Number of individuals affected	
Have all affected individuals been informed?	
If not, why not?	
Is there any evidence to date that the personal data involved in this incident has been inappropriately processed or further disclosed? If so please give details.	
Data Retrieval	
What immediate remedial action was taken?	

Has the data been retrieved or deleted?	
If yes date and time Impact	
Describe the risk of harm to the individual as a result of this incident.	
Describe the risk of identity fraud as a result of this incident	
Have you received a formal complaint from any individual affected by this breach? If so give details	
Management	
Do you consider that the employee(s) involved has breached information governance policies and procedures?	
Please inform of any disciplinary action taken in relation to the employee(s) involved	
Had the employee(s) completed data protection training?	
As a result of this incident do you consider whether any other personal data held may be exposed to similar vulnerabilities? If so, what steps have been taken to address this?	
Has there been any media coverage of the incident? If so, please provide details	
What further action has been taken to minimise the possibility of a repeat of such an incident? Please provide copies of any internal correspondence regarding any changes in procedure	

Name _____ Signature _____

Date _____