

**DATA BREACH FORM**

Complete this form and email it to the Data Protection Officer (DPO) (dataprotection@dncolleges.ac.uk).

**Please report a breach as soon as possible and in all cases within 24 hours**. A breach has to be reported to the ICO within 72 hours. It is crucial to receive the notification of a possible reportable breach as early as possible to be compliant with the ICO 72 hours reportable regulations.

**Notification of the Breach**

|  |  |  |  |
| --- | --- | --- | --- |
| Date & Time Breach discovered |  | Date & Time Breach reported to DPO |  |
| Date & Time of the Breach |  | Place of Incident |  |
| Name of Person reporting the Breach |  | Reporting persons contact details (email, telephone no) |  |
| Brief Description & discovery of the incident |

**Details of the Breach**

|  |
| --- |
| ***Nature of the breach:-***[ ] Data was disclosed to an unauthorised person (Breach of Confidentiality)[ ] Data was accessed by an unauthorised person (Breach of Confidentiality)[ ] Data was altered (Breach of Integrity)[ ] Data was lost (Breach of Availability)[ ] Data was destroyed (Breach of Availability)***Root cause of breach:-***[ ] Human error [ ] System Malfunction [ ] Cyber Attack [ ] Lost/Stolen IT equipment[ ] Lost/Stolen Documents [ ] Other – Details:- |
| Brief Description of any action taken at the time of the discovery |
| Details of the information involved in the breach |
| Number of Data Subjects affected |  | Has any personal data been placed at risk? If so provide full details |  |
| What is the nature of the information lost?  |
| Does the breached information contain any of the following sensitive information:- [ ] **Yes** [ ] **No**[ ] Racial or ethnic origin [ ] Political opinions or religious beliefs [ ] Trade Union Membership[ ] Genetics [ ] Biometrics (where used for ID purposes) [ ] Sex Life / Sexual Orientation |
| Is there a possibility the information breached could be used to commit identity fraud? [ ] **Yes** [ ] **No**[ ] Personal bank account [ ] Other financial information [ ] National Insurance Number[ ] Copies of passports [ ] Copies of visas |
| Personal Information relating to vulnerable adults and children [ ] **Yes** [ ] **No** |
| Detailed Profiles of individuals including information about work performance, salaries or personal life that would cause significant damage or distress to that person(s) if disclosed [ ] **Yes** [ ] **No** |
| Spreadsheets of marks or grades obtained by students, information about individual cases of student discipline or sensitive negotiations which could adversely affect individuals [ ] **Yes** [ ] **No** |
| Security information that would compromise the safety of individuals if disclosed [ ] **Yes** [ ] **No** |

**Assessment of Data Breach by Data Protection Officer**

|  |  |
| --- | --- |
| Investigating Data Protection Officer is |  |
| Incident Number | **DB** | Date: |

**Assessment**

|  |
| --- |
| Action taken |
| Severity of the Breach to data subject(s) and the organisation |
| Mitigation Actions |
| ***Assessment of risk to the rights and freedoms of data subjects:***[ ] Unlikely to result in a risk to the rights and freedoms of natural persons[ ] Likely to result in a risk to the rights and freedoms of natural persons[ ] Likely to result in a high risk to the rights and freedoms of the natural persons***Justification of decision***: |
| **Details of any delay in reporting the breach within the 72 hour time frame if applicable** |
| **Notifications to** | **Date & Notes** |
| [ ] Notification to Data Subjects[ ] Notification to ICO[ ] Notification to College Executive Committee[ ] Incident reported to Police[ ] Other Stake Holders (provide details) |  |
| **ICO Assessment details** | **Date & Notes** |
| ICO data breach assessment has been conductedICO data breach assessment has been completedICO Assessment attached |  |

**Outcomes**

|  |  |
| --- | --- |
| Follow up Action Required [ ] **Yes (list below)** [ ] **No** | Date(s) |
|  |  |
| Staff Member involved in the breach received data protection training in the last 2 years? [ ] Yes [ ] NoDetail any additional training / measures to be taken:- |

|  |  |
| --- | --- |
| **Risk Assessment of Data Breach**[ ] **Low**[ ] **Medium**[ ] **High** | **Risk Assessment rationale** |
| **DPO Data Breach Completion Date** |
| **OFFICE USE ONLY:-****Date DB Log Updated: Name: Record any follow ups by DPO on calendar:** |

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