[](http://dncolleges.ac.uk/)

**DATA BREACH FORM**

Complete this form and email it to the Data Protection Officer (DPO) ([dataprotection@dncolleges.ac.uk](mailto: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 conducted  ICO data breach assessment has been completed  ICO 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 No  Detail 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:** | |

Data Breach Form Master April 2023 TH & TB/TB One Drive: Information Governance/Data Breach/**Blank Data Breach Form**