Personal Data Breach Report

Internal report of a personal data breach: what happened, data and people affected, risk, containment and ICO decision.

Breach

Date breach discovered *	_____ / _____ / _____
Time discovered *	_____ : _____
Date breach occurred	_____ / _____ / _____
Reported by *	
Type of breach *	☐ Confidentiality (data seen by the wrong people) ☐ Integrity (data altered) ☐ Availability (data lost or unavailable)
What happened? *	
Data involved	
Approximate number of people affected	

Response

Containment actions taken *	
Likely risk to the people affected *	☐ No likely risk ☐ Risk ☐ High risk
Reported to the ICO? *	☐ Yes ☐ No - not required ☐ Decision pending
Date reported to ICO	_____ / _____ / _____
People affected informed?	☐ Yes ☐ No ☐ N/A
Lessons learned and prevention	
Additional comments	
Data protection lead name *	
Data protection lead signature *	

Date signed *	_____ / _____ / _____

* Required