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**DATA BREACH REPORT – INITIAL DETAILS FORM**

This report template is to be used when a data breach occurs or is suspected to have occurred. Please complete the form, (however do not send any sensitive details, all that is needed is that breach has occurred).

For immediate advice contact Alison Nettleship, Chief Executive Officer.

**Initial actions**:

1. If possible, recover the data / document as soon as possible
2. Stop further data loss
3. Consult with the Chief Executive Officer
4. Report the incident

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| **Date/time of incident** |  |
| **Please detail the relevant parties involved?** |  |
| **Author of this incident report (job title and name)** |  |
| **Author email address** |  |
| **How many persons were affected?**  **If the exact number is not known please give an approximate number** |  |
| **Incident details** |  |
| **Summary of affected data** |  |
| **Data sensitivity** |  |
| **Actions taken** |  |

Signed by:

Author…………………………………………………………………………………………………………………………………………………

Chief Executive Officer…………………………………………………………………………………………………………………………

Data Protection Officer………………………………………………………………………………………………………………………..