



Registered Charity Number 1169764

General Data Protection Regulations Compliance Guidance

PERSONAL DATA SECURITY BREACH REPORT FORM

If you discover a personal data security breach Please complete this form and return it to the Data Protection Officer (Hayley Roberts) as soon as possible.

QUESTION	ANSWER	REMARKS
DATE OF BREACH		
DATE BREACH DISCOVERED		
NAME OF PERSON REPORTING INCIDENT		
CONTACT DETAILS		
BRIEF DESCRIPTION OF BREACH		
NUMBER OF DATA SUBJECTS AFFECTED		
BRIEF DESCRIPTION OF ACTION SINCE BREACH DISCOVERED		
WAS INCIDENT REPORT TO THE ICO?		

DPO use only:

Report received by		
Action		
Date		