

Data breach report form

If you know or suspect a data security breach has occurred, please:

- complete this form, and
- email or deliver it to Nicholas Newitt ensuring you mark your email or the form as urgent

Name and contact details of person notifying the actual or suspected breach	<i>[Insert name and contact details]</i> <i>If you wish to submit an anonymous report, leave this section blank.</i>
Dept/manager	<i>[Insert department from which the report emanated and the relevant manager]</i>
Date of actual or suspected breach	<i>[Insert date]</i>
Date of discovery of actual or suspected breach	<i>[Insert date]</i>
Date of this report	<i>[Insert date]</i>
Summary of the facts	<i>[Provide as much information as possible—including the amount, sensitivity and type of data involved]</i>
Cause of the actual or suspected breach	<i>[Provide a detailed account of what happened]</i>
Is the actual or suspected breach ongoing?	[Yes OR No]
Who is or could be affected by the actual or suspected breach?	<i>[Include details of categories and approximate number of data subjects concerned]</i> <i>Do not notify affected data subjects. The data breach team will determine who should be notified and how.</i>
Are you aware of any related or other data breaches?	[Yes OR No] <i>[If yes, provide more details]</i>