

Data Breach Reporting Form

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| School | |
| Date | |
| Reporter name and role | |

Part A: Breach Information

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| When did the breach occur (or become known)? | |
| Description of Breach. This must include the type of information that was lost, e.g. name, address, medical information, NI numbers | |
| Which staff member was involved in the breach? | |
| Has the staff member had Data Protection Training within the last 2 years? | |
| Who was the breach reported to? | |
| When was the DPO notified? | |
| Date Reported: | |
| Time Reported: | |
| Initial Actions: | |

Part B: Breach Risk Assessment

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| What type of data is involved: | |
| Is the data categorised as 'sensitive' within one of the following categories: | |
| How was the data secured originally? | |
| How did the breach occur? | |
| What information was disclosed? | |
| Whose data has been breached? | |
| What risks could this pose? Be specific about this situation. If the risk is minimal, explain why. | |
| Are there wider consequences for the data subjects or school to consider e.g. reputational, loss of confidence? | |
| How many people might be affected by the breach? Either directly or indirectly. | |

Part C – Cyber Breaches

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| Is this a cyber breach? | |
| Has the confidentiality, integrity and/or availability of the system been affected. If so which and why | |
| What is the impact on the organization? | |
| What is the expected recovery time? | |
| Are any other IT systems/providers affected? If so, who and how? | |

Part D: Breach Notification

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| Is the breach to be reported to the ICO? With reasons for decision | |
| Date ICO notified | |
| Time ICO notified | |
| Reported by | |
| Method used to notify ICO | |
| ICO Reference No. | |
| Governors' Notified? Yes or No – reasons for decision at this point | |
| Notes: | |
| Is the data subject to be notified? Yes / No with reasons | |
| Date and method data subject notified | |
| Notified by | |
| Response | |

Part D: Breach Action Plan

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| Has the data been recovered? Is it likely to be recovered? What steps were taken to recover the data? | |
| Who has been involved in the data recovery/breach management process? | |
| Do any other agencies need to be involved? If so, why?(e.g. police and social care) | |
| What will be done to prevent another breach | |
| Any training needs identified? For individuals and for whole staff? | |