

### Data Breach Reporting Form

<b>School:</b>	
<b>Date:</b>	
<b>Name and job role of person reporting breach:</b>	

#### Part A: Breach Information

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

**Part B: Breach Risk Assessment**

<p><b>What type of data is involved:</b></p>	<p>Hard Copy: Electronic Data:</p>
<p><b>Is the data categorised as 'sensitive' within one of the following categories:</b></p>	<p>Racial or ethnic origin: Political opinions: Religious or philosophical beliefs: Trade union membership: Data concerning health or sex life and sexual orientation: Genetic data: Biometric data:</p>
<p><b>How was the data secured originally?</b></p>	
<p><b>How did the breach occur?</b></p>	
<p><b>What information was disclosed?</b></p>	
<p><b>Whose data has been breached?</b></p>	
<p><b>What risks could this pose?</b> <i>Be specific about this situation. If the risk is minimal, explain why.</i></p>	
<p><b>Are there wider consequences for the data subjects or school to consider e.g. reputational, loss of confidence?</b></p>	
<p><b>How many people might be affected by the breach? Either directly or indirectly.</b></p>	



**Part C – Cyber Breaches**

Is this a cyber breach?	Yes / No <i>(If 'No' move to Section D)</i>
Has the confidentiality, integrity and/or availability of the system been affected. If so which and why	
What is the impact on the organisation?	
What is the expected recovery time?	
Are any other IT systems/providers affected? If so, who and how?	

**Part D: Breach Notification**

Does the breach need to be reported to the ICO? Give reasons for decision.	Yes / No <i>Reasons:</i>
Date ICO notified:	
Time ICO notified:	
Reported by:	
Method used to notify ICO:	
ICO Reference Number:	
Have Governors' been notified?	Yes / No <i>Reasons for decision at this point:</i>
Does the data subject need to be notified?	Yes/No <i>Reasons:</i>
Date and method data subject notified:	
Notified by:	
Response:	



**Part D: Breach Action Plan**

<b>Has the data been recovered? If not, is it likely to be recovered?</b>	Yes / No <i>Reasons:</i>
<b>What steps were taken to recover the data?</b>	
<b>Who has been involved in the data recovery/breach management process?</b>	
<b>Do any other agencies need to be involved? If so, why? <i>(e.g. police and social care)</i></b>	
<b>What will be done to prevent another breach?</b>	
<b>Were there any training needs identified, for individuals and for whole staff?</b>	