

# Personal Data Breach Policy

## Annex 3 - Data Breach Incident Report Form

DPM / INVESTIGATOR DETAILS:			
<b>NAME:</b>		<b>POSITION:</b>	
<b>DATE:</b>		<b>TIME:</b>	
<b>TEL:</b>		<b>EMAIL:</b>	
INCIDENT INFORMATION:			
<b>DATE/TIME OR PERIOD OF BREACH:</b>			
<b>DESCRIPTION &amp; NATURE OF BREACH:</b>			
<b>TYPE OF BREACH:</b>			
<b>CATEGORIES OF DATA SUBJECT AFFECTED:</b>			
<b>CATEGORIES OF PERSONAL DATA CONCERNED:</b>			
<b>NO. OF DATA SUBJECTS AFFECTED:</b>		<b>NO. OF RECORDS INVOLVED:</b>	
IMMEDIATE ACTION TAKEN TO CONTAIN/MITIGATE BREACH:			
<b>IMMEDIATE ACTION TAKEN TO CONTAIN/MITIGATE BREACH:</b>			
<b>STAFF INVOLVED IN BREACH:</b>			
<b>PROCEDURES INVOLVED IN BREACH:</b>			
<b>THIRD PARTIES INVOLVED IN BREACH:</b>			
BREACH NOTIFICATIONS:			
<b>WAS THE INFORMATION COMMISSIONER'S OFFICE NOTIFIED?</b>		<b>YES/NO</b>	
<b>IF YES, WAS THIS WITHIN 72 HOURS?</b>		<b>YES/NO/NA</b>	
<i>If no to the above, provide reason(s) for the delay</i>			
<b>WAS THE INFORMATION BELOW PROVIDED? (if applicable)</b>		<b>YES</b>	<b>NO</b>
<i>A description of the nature of the personal data breach</i>			

<i>The categories and approximate number of data subjects affected</i>		
<i>The categories and approximate number of personal data records concerned</i>		
<i>The name and contact details if the Data Protection Officer and/or any other relevant point of contact (for obtaining further information)</i>		
<i>A description of the likely consequences of the breach</i>		
<i>A description of the measures taken or proposed to be taken to address the personal data breach (including measures to mitigate its possible adverse effects)</i>		
<b>WAS NOTIFICATION PROVIDED TO DATA SUBJECT?</b>	<b>YES/NO</b>	
<b>INVESTIGATION INFORMATION AND OUTCOME ACTIONS:</b>		
<b>DETAILS OF INCIDENT INVESTIGATION:</b>		
<b>PROCEDURE(S) REVISED DUE TO BREACH:</b>		
<b>STAFF TRAINING PROVIDED:</b> (if applicable)		
<b>DETAILS OF ACTIONS TAKEN AND INVESTIGATION OUTCOMES:</b>		
<b>HAVE THE MITIGATING ACTIONS PREVENTED THE BREACH FROM OCCURRING AGAIN?</b>		
<i>Describe</i>		
<b>WERE APPROPRIATE TECHNICAL MEASURES IN PLACE?</b>	<b>YES/NO</b>	
<i>If yes to the above describe the measures</i>		
Investigators Signature:_____	Date:_____	
Investigators Name:_____	Authorised by:_____	