

<b>FORM FOR REPORTING A SUSPECTED DATA BREACH</b>			
<b>Your Name:</b>		<b>School / Department:</b>	
<b>Today's Date:</b>	<b>Tel No:</b>	<b>E-mail Address:</b>	
<b>What date did the breach occur:</b>		<b>Time of breach:</b>	
<b>What date did you find out about the breach:</b>		<b>Number of individuals whose data could be affected:</b> <i>(enter quantity)</i>	
<b>Who Was Notified?</b>		<b>Time of Notification:</b>	
<b>Brief Description of Incident:</b> <i>(including what data has been breached, individuals concerned, other relevant data)</i>			
<b>Categories of individuals concerned:</b> <i>(Staff / Pupils / Parents / Governors / Directors / Other (If Other, please give details))</i>			
<b>Categories of personal data concerned:</b> <i>Racial/ethnic origin / Political opinions / Religious or philosophical beliefs / Trade Union membership / Sex life / Sexual orientation / Gender reassignment / Health / Basic personal identifiers (e.g. name, contact details) / Identification data (e.g. usernames, passwords) / Economic/financial data / Official documents (e.g. driving licence, passport) / Location data / Genetic/biometric data / Criminal convictions/offences / Not yet known / Other (please specify)</i>			
<b>Describe the potential consequences of the data breach including any risk/actual harm to data subject(s):</b> <i>(eg identity theft, fraud, manual loss, threat to services, physical harm, distress)</i>			
<b>Measures taken, or proposed to be taken, to deal with the data breach:</b>			
<b>Has the data subjects been informed about the breach?</b>			
<b>If there has been a delay in reporting this breach please explain why:</b>			
<b>Have you had and data protection training?</b> <i>(please state training received along with month and year)</i>			
<b>Initiated By:</b>	<b>Date:</b>	<b>Reviewed and Signed by the DPO:</b>	<b>Date:</b>

Please forward completed forms to [DPO@ict4.co.uk](mailto:DPO@ict4.co.uk)  
Please follow up any submission with a phone call 01209 311344

**CONFIDENTIAL**