A logo for a company

Description automatically generated

Template v4

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| Data Security Incident Report Form | |
| Date incident occurred: | **Date incident reported:** |
| Location of incident: |  |
| Does the breach involve personal data? | * Yes * No |
| Type of databreach:    *(Indicate what form the data was in when the incident occurred)* | * **Digital** – e.g. Hacking, Virus, Ransomware, file corruption etc. * **Electronics** – e.g. lost laptop, phone, USB device * **Verbal** – e.g. wrong information given over the phone * **Paper** – e.g. lost or misplaced file etc. |
| Details of incident:  *(State facts only and not opinions. Include details of staff involved and any contributing factors)* |  |
| Reporter details |  |
| Name: | **Job title:** |
| Signature: | |

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| To be completed by a Protection Champion | |
| Incident details:    This should include:   * Type and number of individuals involved. * Types of data. * Number of records concerned.   *(If more space is required, please keep with this initial form)* |  |
| Likely consequences of the breach:  *(Especially note if there is potential risk to the rights and freedoms of an individual.)* |  |
| Action taken:  Describe the measures taken or which will be taken to deal with and mitigate the attack.  *(If more space is required, please keep with this initial form)* |  |
| Has the ICO been informed within 72 hours via the DSPT (<https://www.dsptoolkit.nhs.uk/Help/29>)?  Only in the instance that an individual’s rights or freedoms are likely to be at risk. | * Yes * No * N/A |
| Has the data subject been informed?  Only in the instance that their rights or freedoms are likely to be at risk. | * Yes * No * N/A |
| Data Protection Champion Name: | |
| Signature: | **Date:** |