

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
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| 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.
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| 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
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| 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
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| Data Protection Champion Name: |
| Signature: | **Date:** |