

Please complete as much of this form as you can. Any sections that you cannot answer please write that you do not know / mark as Not Applicable (NA) / leave blank.

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| Data Breach Report Form | |
| Time and Date breach was identified  (Also time and date breach occurred if different to when identified) |  |
| How did you discover the breach, include details of  who identified the breach (including whether internal or external source) |  |
| If it has been more than 72 hours since the data breach, please explain reason for delay in reporting |  |
| Who is reporting  the breach: Name /Role /Dep |  |
| Your contact details:  Telephone/Email |  |
| Description of the Data Breach: |  |
| Volume of data involved and number of individuals affected |  |
| Is the breach confirmed/suspected/  possible/threatened? |  |
| Is the breach contained or ongoing? |  |
| What actions are being taken to stop the breach and/or recover the data? |  |
| What are the potential consequences of the data breach? |  |
| Who else has been informed of the breach? |  |
| Any other relevant information |  |

Email form to mbaker@calderlearningtrust.com AND phone 01422 883 213 to advise that a Data Breach Report Form has been sent.

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| Received by: |  |
| Date/Time: |  |