



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.

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.

Received by:	
Date/Time:	