

**Data Breach Reporting Form**

This form is to be completed by the relevant team manager for all actual or potential Information data breaches, or by an individual who has identified the data breach. This form should be completed within four hours of the discovery of the data breach, and returned to [securitybreach@northamptonshire.gov.uk](mailto:securitybreach@northamptonshire.gov.uk)

This information is collected so that services receive the necessary support in addressing information security issues, whilst ensuring that steps are taken to protect data subjects whose information may be the subject of a breach. Please complete as much of the form as possible. If you are unable to answer all questions please return the form with as much information as you can.

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| **SECTION 1 – GENERAL DETAILS** | |
| **Time and Date of incident** |  |
| **Location of incident** |  |
| **Directorate and Department** |  |
| **Person Reporting and contact details** |  |
| **SECTION 2 - THE INCIDENT** | |
| **Nature of incident** |  |
| **Details of the information involved** |  |
| **What is the risk to the data subject(s)?** |  |
| **Volume (number of data subjects affected)** |  |
| **Was information encrypted?** |  |
| **Format** |  |
| **Police notified** |  |
| **IT Incident no if relevant** |  |
| **Data subjects notified** |  |
| **Actions taken to mitigate current breach** |  |
| **Has staff member responsible for breach passed mandatory online IM/DPA training?** |  |
| **SECTION 3 – PREVENTING FUTURE INCIDENTS** | |
| **What actions/training are being taken to prevent the same breach from reoccurring?** |  |