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DATA SECURITY BREACH REPORTING FORM

Introduction

A data security breach can happen for a number of reasons: Loss or theft of data or equipment on which data is stored, inappropriate access controls allowing unauthorised use, equipment failure, human error, Unforeseen circumstances such as a fire or flood, hacking attack, 'Blagging' offences where information is obtained by deceiving the organisation who holds it.

Example: Reportable theft or loss of an unencrypted laptop computer or other unencrypted portable electronic/digital media holding names, addresses, dates of birth and National Insurance Numbers of individuals. A manual paper-based filing system (or unencrypted digital media) holding the personal data relating to named individuals and their financial records etc. More information can be found using this link: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>

Use this form to report such breaches.

Date and time of Notification of Breach	
Notification of Breach to whom: Name Contact Details	
Details of Breach	
Nature and content of Data Involved	
Number of individuals affected	

<p>Name of person investigating breach:</p> <p>Name</p> <p>Job Title</p> <p>Contact details</p> <p>Email</p> <p>Phone number</p> <p>Address</p>	
<p>Information Commissioner informed:</p> <p>Time and method of contact</p> <p>Report a data breach to the ICO</p>	
<p>Police Informed if relevant:</p> <p>Time and method of contact</p> <p>Name of person contacted</p> <p>Contact details</p>	
<p>Individuals contacted:</p> <p>How many individuals contacted?</p> <p>Method of contact used to contact?</p> <p>Does the breach affect individuals in other EU member states?</p> <p>What are the potential consequences and adverse effects on those individuals?</p> <p>Confirm the details of the nature of the risk to the individuals affected and any measures they</p>	

<p>can take to safeguard against it.</p> <p>Relay to the individuals the likely cost to them of taking those measures.</p>	
<p>Staff briefed</p>	
<p>Assessment of ongoing risk</p>	
<p>Containment Actions: technical and organisational security measures you have applied (or were to be applied) to the affected personal data</p>	
<p>Recovery Plan</p>	
<p>Evaluation and response</p>	