

Personal Data Breach Report Form

Date and time of reporting	
Date and time incident occurred	
Date and time incident was discovered	
Name and Job Title of Person Reporting	
Contact telephone number	
Brief details of the incident, ie loss, corruption, accidental disclosure; location, and how the breach happened.	
Details of any personal data at risk, if known.	

Any actions taken to reduce the risks – either taken by the reporter or by others		
<i>For use by the University Secretary's Office Only</i>		
Report received by:		
Date and time of receipt:		
Action taken and by whom	Date of Action taken	