

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, how the breach happened and number of individuals affected.	
Details of any personal data at risk, if known. Did the breach involve special category data?	

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