



# Personal Data Breach Report Form

## PART 1

TO BE COMPLETED BY THE PERSON IDENTIFYING THE BREACH

**1 WHO WAS FIRST MADE AWARE OF THE INCIDENT?**

**2 DATE REPORTED TO THE DIOCESAN DATA PROTECTION OFFICER?**

**3 DATE OF BREACH?**

**4 HOW THE BREACH WAS IDENTIFIED?**

**5 PLEASE GIVE A DESCRIPTION OF THE BREACH AND THE NATURE OF THE BREACH?**

*Use extra pages if required*

**6 HOW MANY PEOPLE WERE AFFECTED?**



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**7 PLEASE GIVE A DESCRIPTION OF THE DATA AFFECTED**

**8 WHAT ARE THE POTENTIAL REMEDIAL ACTIONS THAT CAN BE TAKEN TO REMEDY THE BREACH?**

## PART 2

**TO BE COMPLETED BY THE DIOCESAN DATA PROTECTION OFFICER (WITH THE IDENTIFIER'S ASSISTANCE)**

**9 IS THE INCIDENT A 'NEAR MISS'? IF SO WHY?**

**10 DOES THE INCIDENT CONSTITUTE A PERSONAL DATA BREACH UNDER THE GDPR?**



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11 WHAT REMEDIAL ACTION HAS BEEN TAKEN?

12 IS IT NECESSARY TO NOTIFY THE INFORMATION COMMISSIONER'S OFFICE? IF YES WHAT DATE WAS THIS DONE?

13 IS IT NECESSARY TO NOTIFY INDIVIDUALS DATA SUBJECTS OF THE BREACH? IF NO, WHY NOT? IF YES WHAT DATE WAS THIS DONE?

14 DATE REPORTED TO THE DIOCESE'S INSURERS?

Signed: .....

Date.....

*Note: Brief details for each report should be added to the Diocese's Personal Data Breach Register held with the Finance Office*