



Data Breach Form

This form should be used to log any data breaches.

Section 1

1. Email:
2. Your Name:
3. School name where the breach occurred:

Section 2- Data Breach Details

4. When was the data breach discovered? (DD/MM/YYYY and time)
5. When did the data breach occur? (DD/MM/YYYY and time)
6. Please describe what happened.
7. Have any preventative steps been taken prior to reporting the data breach? Please provide as much detail as possible if steps have already been taken to minimise the data breach.
8. Categories of personal data included in the breach. Please tick all that apply.
 - Data revealing racial or ethnic origin
 - Political opinions
 - Religious or philosophical beliefs
 - Trade union membership
 - Sex life data
 - Sexual orientation data
 - Gender reassignment data
 - Health data
 - Basic personal identifiers, e.g. name, contact details
 - Identification data, e.g. usernames and passwords
 - Economic and financial data, e.g. credit card numbers, bank details
 - Official documents, e.g. driving licence
 - Location data, e.g. coordinates

- Genetic or biometric data
 - Criminal convictions or offences
 - Other
9. How many data subjects could be affected? Please remember if the breach is related to a pupil, they are classed as a data subject.
10. How many personal records are affected by the data breach?
11. Categories of data subjects that could be affected?
- Employees
 - Students
 - Parents
 - Third Party Providers
 - Local Authority
12. Potential consequences of the breach
13. Is the personal data breach likely to result in a high risk to data subjects?
- Yes
 - No
 - Not yet known
14. Was the breach caused by a cyber incident?
- Yes
 - No
 - Maybe

Section 3 – Cyber Incidents.

This section is to be completed where data breaches are related to cyber incidents.

15. Has the system integrity been affected? If yes, please specify what.
16. What is the potential impact to the organisation? Please provide as much information as possible.
17. If the system has been recovered, what was the recovery time?