Please complete this form with as much detail as you can and return to the DPCO at datacompliance@prospect.org.uk

Date:

Name of Person completing the report:

|  |
| --- |
| Please describe what happened? |
|  |
| Please describe how the incident occurred? |
| When did the breach happen? (*Please give date and time)* |
| How was the breach discovered? |
|  |
| When was the breach discovered? *(Please give date and time)* |
|  |
| Please name the people involved (if appropriate)? |
|  |
| Was the breach caused by a cyber incident? *(ie pishing email, an attempt to hack the website)* |
| Yes No Don’t know |
| If Yes, please give details? |
| Categories of personal data involved in breach. Please tick all that apply  Basic personal identifiers eg names, contact details  Identification data, eg usernames, passwords  Trade union membership  Data revealing racial or ethnic origin  Political opinions  Religious or philosophical beliefs  Sex life data  Sexual orientation data  Gender reassignment data  Health data  Economic and financial data eg credit card numbers, bank details  Official documents, eg driving licences  Location data, eg coordinates  Genetic or biometric data  Criminal convictions, offences  Other (please give details) |
| How many people and records were affected by the breach? |
|  |
| What do you think are the likely consequences of the breach? |
|  |
| What action have you already taken to contain the breach? |
|  |
| What other action do you plan to take, if appropriate? |
|  |