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? |
|  |