

**GPDR BREACH REPORT FORM**

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|  | Report prepared by: Position:Date: |  |
| 1 | Summary of the event and circumstances |  |
| 2 | Type and amount of personal data |  |
| 3 | Actions taken by recipient when they inadvertently received the information |  |
| 4 | Actions taken to retrieve information and respond to the breach |  |
| 5 | Procedures / instructions in place to minimise risks to security of data |  |
| 6 | Breach of procedure/policy by staff member – If breach of Policy describe management action taken |  |
| 7 | Details of notification to affected data subjectHas a complaint been received from data subject? |  |
| 8 | Details of Data Protection training provided to any member of staff responsible for breach |  |
| 9 | Procedure changes to reduce risks of future data loss |  |
| 10 | Is the breach to be reported to the ICO within 72 hours? |  |