

Data Security Breach Reporting Form

The Council's Data Protection Policy is designed to prevent and mitigate data breaches. However, even councils with robust controls are vulnerable to data breaches. This form should be used to report such breaches.

Reporting data breaches

Recital 87 of the General Data Protection Regulations (GDPR), 2018 requires the Council to respond to data security incidents by establishing if a personal data breach has occurred, taking appropriate remedial action and reporting any breach to the Information Commissioner **within 72 hours of becoming aware of the breach**. The Council will use this form to communicate data breaches internally (between the Clerk and councillors) and externally (to the Information Commissioner) adhering to the statutory timetable, even if there are insufficient details to complete the form fully.

If the breach has a high risk of adversely affecting individual's rights and freedoms the Clerk will send a copy of the form to the individual and advise them of any action they should take to mitigate the risk.

Date and time of Breach being identified	
Notification of Breach to whom (ICO and all individuals) Name Contact Details	https://report.ico.org.uk/security-breach/
Details of Breach	
Nature and content of Data Involved	
Number of individuals affected:	
Name of person investigating breach Name Job Title Contact details Email Phone number Address	

Police Informed if relevant Time and method of contact Name of person contacted Contact details	
Containment Actions taken	
Assessment of ongoing risk	
Evaluation and response	
Signed Date and time of notification	