



Data Protection Breach Reporting Form

- Please provide as much information as you can at this stage.
- Your initial response should be provided **within 24 hours**.
- Do not delay returning the form if you do not know the answers to all questions.
- Please provide the information you know at present and follow up with additional information if further detail becomes available.
- A copy of this form must be retained by the school

Forms should be sent to SchoolDPO@cheshirewestandchester.gov.uk. Where incidents are believed to pose a high risk to any individual, please notify the DPO immediately.

1. General Details	
Reference Number:	
School:	
Reported by:	
Contact email:	
Contact number:	
Date of incident:	
Date incident was identified:	
Reported Date:	
Date DPO notified:	



2. Incident Details	
Corruption or inability to recover electronic data	<input type="checkbox"/>
Data left in an insecure location	<input type="checkbox"/>
Disclosed in error	<input type="checkbox"/>
Failure to redact data	<input type="checkbox"/>
Failure to use bcc when sending email	<input type="checkbox"/>
Lost in transit	<input type="checkbox"/>
Loss or theft of hardware	<input type="checkbox"/>
Loss or theft of only copy of encrypted data	<input type="checkbox"/>
Loss or theft of paperwork	<input type="checkbox"/>
Loss or theft of unencrypted device	<input type="checkbox"/>
Unauthorised Access / Disclosure	<input type="checkbox"/>
Non-secure disposal – hardware	<input type="checkbox"/>
Non-secure disposal – paperwork	<input type="checkbox"/>
Uploaded to website in error	<input type="checkbox"/>
Sent to wrong recipient (posted)	<input type="checkbox"/>
Sent to wrong recipient (email)	<input type="checkbox"/>
Technical security failing (including hacking)	<input type="checkbox"/>
Unavailability of an important service	<input type="checkbox"/>
Inappropriate oral disclosure	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>
How did the incident happen?	
Chronology of the Incident	
If there has been a delay in reporting the incident, please explain the reasons for this.	



<p>What measures were in place to prevent an incident of this nature occurring?</p>	
<p>Please provide extracts from any policies or procedures considered relevant to this incident and explain which of these were in existence at the time of this incident. Please provide the dates on which they were implemented.</p>	

3. Personal data placed at risk

<p>What personal data has been placed at risk?</p> <p>Please specify if any financial or sensitive personal data (special categories*) has been affected and provide details of the extent.</p>		
<p>What special category data has been placed at risk? (please tick all that applies)</p>	<p>The racial or ethnic origin of the data subject</p>	<input type="checkbox"/>
	<p>Their political opinions</p>	<input type="checkbox"/>
	<p>Their religious or philosophical beliefs</p>	<input type="checkbox"/>
	<p>Whether they are a member of a trade union</p>	<input type="checkbox"/>
	<p>Their genetic data</p>	<input type="checkbox"/>
	<p>Biometric data used to uniquely identify them</p>	<input type="checkbox"/>
	<p>Their physical or mental health or condition</p>	<input type="checkbox"/>
	<p>Their sex life or sexual orientation</p>	<input type="checkbox"/>
<p>How many individuals have been affected?</p>		
<p>How many data records are involved?</p>		
<p>Format of Data</p>	<p>Digital</p>	<input type="checkbox"/>
	<p>Paper</p>	<input type="checkbox"/>
	<p>Other (please specify)</p>	<input type="checkbox"/>
<p>Was the data encrypted?</p>	<p>Yes</p>	<input type="checkbox"/>
	<p>No</p>	<input type="checkbox"/>
	<p>Not Applicable</p>	<input type="checkbox"/>



	Not Known	<input type="checkbox"/>
	Password Protected Only	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>
Low Sensitivity Factors (tick all that apply)		
	No personal data at risk	<input type="checkbox"/>
	Limited demographic data at risk e.g. address not included, name not included	<input type="checkbox"/>
	Security controls / difficulty to access data partially mitigates risk	<input type="checkbox"/>
Medium Sensitivity Factors (tick all that apply)		
	Basic demographic data at risk e.g. equivalent to telephone directory	<input type="checkbox"/>
	Limited personal information at risk e.g. contact information	<input type="checkbox"/>
High Sensitivity Factors (tick all that apply)		
	Detailed personal information at risk e.g. case notes, service notes	<input type="checkbox"/>
	Sensitive information at risk e.g. medical, convictions, mental health	<input type="checkbox"/>
	One or more previous incidents of a similar type in past 12 months	<input type="checkbox"/>
	Failure to securely encrypt mobile technology or other obvious security failing	<input type="checkbox"/>
	Newsworthy aspects or media interest	<input type="checkbox"/>
	A complaint has been made to the Information Commissioner or the School	<input type="checkbox"/>
	Individuals affected are likely to suffer significant distress or embarrassment	<input type="checkbox"/>
	Individuals affected have been placed at risk of physical harm	<input type="checkbox"/>
	Individuals affected may suffer significant detriment e.g. financial loss	<input type="checkbox"/>
	Individuals affected may suffer from identity theft	<input type="checkbox"/>
	Incident has incurred or risks incurring to a loss of service provision	<input type="checkbox"/>

4. Containment and recovery

Are the Media aware of this Incident?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
	Not Known	<input type="checkbox"/>
	If Yes, please give details:	
Are the people affected aware of this incident?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
	Not Known	<input type="checkbox"/>
	If Yes, please give details:	
Are the police aware of this incident?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
	Not Known	<input type="checkbox"/>
	If Yes, please give details:	



Have any other regulatory body or agency been informed?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
	Not Known	<input type="checkbox"/>
	If Yes, please give details:	
Has any action been taken to minimise/mitigate the effect on the affected individuals? If so, please provide details.		
Has the data placed at risk now been recovered? If so, please provide details of how and when this occurred.		
What steps have been taken to prevent a recurrence of this incident?		