

Huntington Parish Council - Data Breach Reporting Form

Section 1 - Reporter Information

Name of person reporting breach: _____

Role/Position: _____

Organisation: _____

Contact details (phone/email): _____

Date and time breach was discovered: _____

Date and time breach was reported internally: _____

Section 2 - Breach Details

Nature of breach (tick all that apply):

☐ Unauthorised access to data

☐ Data sent to incorrect recipient

☐ Loss/theft of device or files

☐ Alteration of personal data without permission

☐ Loss of availability (e.g. ransomware, system outage)

☐ Other (please specify): _____

Description of the breach:

_____

_____

Date and time breach occurred (if known): _____

Section 3 - Data Affected

Categories of personal data involved:

☐ Contact details

☐ Financial/banking information

☐ Employment/HR records

☐ Health or sensitive personal data

☐ Other (please specify): _____

Approximate number of data subjects affected: _____

Approximate number of personal data records affected:

_____

Section 4 - Risk Assessment

Likely consequences for individuals:

☐ Identity theft/fraud

☐ Financial loss

☐ Emotional distress

☐ Reputational damage

☐ Other (please specify): _____

Risk to individuals' rights and freedoms:

☐ Low ☐ Medium ☐ High

Section 5 - Actions Taken

Immediate containment/mitigation measures:

_____

_____

Steps taken to address the breach:

_____

_____

_____

Further actions planned:

_____

_____

Section 6 - Notifications

Reported to ICO? ☐ Yes ☐ No

Date/time reported: _____

Reason if not reported within 72 hours:

_____

_____

Individuals affected notified? ☐ Yes ☐ No

Date/time notified: _____

Method of communication:

_____

Reason if not notified:

_____

_____

Section 7 - Responsibility & Review

Name and role of person handling breach response:

_____

Consulted Data Protection Officer (if applicable)? ☐ Yes ☐ No

Record entered in internal breach log? ☐ Yes ☐ No

Lessons learned / preventative measures for the future:

_____

_____

_____

_____