

General Data Protection Regulation (GDPR) Incident Report Form

Time and Date breach was identified	
Description of the Data Breach	
Who is reporting the breach: Name/Post/School	
Contact details: Telephone/Email	
Classification of data breached (in accordance with Trusts Security Policy) i. Public Data ii. Internal Data iii. Confidential Data iv. Highly confidential Data	
Volume of data involved	
Confirmed or suspected breach?	
Is the breach contained or ongoing?	
If ongoing what actions are being taken to recover the data	
Who has been informed of the breach	
Any other relevant information	

Email form to the DPO and advise that a Data Security Breach report form is being sent.

Received by:	
Date/Time:	