



## Appendix 1 – Data Incident Reporting Form

<b>1. About the incident</b>	
<b>Date and time of incident</b>	
<b>Where did the incident occur?</b>	
<b>Date (and time where possible) of notification to the organisation</b>	<i>If there was any delay in reporting the incident, please explain why this was</i>
<b>Who notified us of the incident?</b>	
<b>Describe the incident in as much detail as possible, including dates, what happened, when, how and why?</b>	<i>Include names of staff and data subject(s). Identifying information will be anonymised for any reporting purposes.</i>
<b>2. Recovery of the data</b>	
<b>What have you done to contain the incident?</b>	<i>eg limiting the initial damage, notifying the police of theft, providing support to affected data subjects</i>
<b>Please provide details of how you have recovered or attempted to recover the data, and when</b>	<i>Consider collecting the lost data, rather than relying on an unintended recipient to dispose of it</i>
<b>3. About the affected people (the data subjects)</b>	
<b>How many individuals' data has been disclosed?</b>	
<b>Are the affected individuals aware of the incident, and if so, what was their reaction?</b>	
<b>When and how were they made aware / informed?</b>	
<b>Have any of the affected individuals made a complaint about the incident?</b>	
<b>Are there any potential consequences and / or adverse effects on the individuals? What steps have been taken / planned to mitigate the effect?</b>	
<b>Your name and contact details:</b>	

