**Scrayingham Parish Council**

**Data Breach Reporting Form**

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| **Notification of Data Security Breach** | **To be completed by the Clerk/Chair/ Vice Chair** |
| Date incident discovered |  |
| Date(s) of incident |  |
| Place of incident |  |
| Name of person reporting incident |  |
| Contact details: |  |
| Brief description of incident: |  |
| Brief description of data lost: |  |
| Number of data subjects involved: |  |
| Have data subjects been contacted? | Yes/ No |
| Has any personal data been placed at risk? | Yes/ No |
| Brief description of any action taken at the time of discovery |  |
| Received by: On: | Action taken: On: |

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| **Assessment of Breach** | **To be completed by appointed person(s)** |
| Details of data breach: (records, equipment involved) |  |
| What information has been lost? |  |
| How much data has been lost? (if IT, when was the last back up? |  |
| What impact will this loss have on the council? |  |
| How many data subjects were affected? |  |
| What is the sensitivity of the data? |  |
| Is the data relating to the racial or ethnic origin, political opinions or religious beliefs, trade union membership, genetics, biometrics, health, sex life or sexual orientation? | Yes/ No |
| Could the data be used to commit fraud or identify theft? I.e. bank account details, copies of passports? | Yes/ No |
| Relating to individuals work performance, salaries of personal life that could cause significant distress? | Yes/ No |
| Security information that may put an individual in danger? | Yes/ No |
| Reported to: ICO (if applicable) Data subjects:Third Parties: (police, banks – if applicable) Report to Full Council: (attached) |  |

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| Review | To be completed by appointed person(s) |
| Date |  |
| Action Taken |  |
| Follow up, action required, recommended |  |