

General Data Protection Regulations Compliance Guidance

Annex A to

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PERSONAL DATA SECURITY BREACH REPORT FORM

If you discover a personal data security breach, please notify your Head of Department immediately. Please complete this form and return it to the Data Protection Officer at dpo@westnorfolkacademiestrust.co.uk as soon as possible.

Question	Answer	Remarks
Date of breach:		
Date breach was discovered:		
Name of person reporting incident:		
Contact details of person reporting breach	Email: Phone:	
Brief description of personal data security breach:	Who was involved: What happened: Where did it take place: When did it take place: Why did it happen:	
Number of data subjects affected:		
Brief description of any action since breach was discovered:	What:	
Was incident reported to the Information Commissioner's Office (ICO):		
<i>DPO USE ONLY</i>		
Report received by:		
Date:		
Action:		
Date:		