

## Data breach record

Blue Gate Fields Infant School will notify the Information Commissioner's Office (ICO) of any data breach they experience using an online form. Data breaches will be recorded as soon as 72 hours after the breach has been identified.

This form will be completed by the school's Data Protection Officer (DPO) – the DPO is responsible for conferring with all individuals involved to ensure that all information recorded in the form is correct. The school will keep this form as our own personal record of a data breach. Any information within this form can be used to improve school's data protection provisions and policies.

Contact details	
Name of person who raised the issue:	
Contact email address of person who raised the issue:	
Contact telephone number of person who raised the issue:	
Job title:	
Date:	
Incident information	
Type of data breach:	
Date and time of data breach:	
Date and time breach was noticed:	
Action taken when breach was identified:	
Identification code of devices involved:	
Description and location of devices:	

Description of what caused the breach:	
If breach was due to human error, name the member of staff and when they last received data protection training:	
Details of any personal data that was compromised:	
Approximate number of data subjects affected:	
Identity of user and website or service being accessed:	
What is the likely impact of the breach?	
Have persons affected been informed of the breach and when were they informed?	
Have persons affected been informed on how the breach will be rectified?	
Have any external bodies been informed of the breach, e.g. the ICO?	
Description of any disciplinary action taken:	
Steps taken to prevent further data loss, including changes to existing procedure and refresher training given:	

Conclusion:	
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By signing this form, DPO agrees that the information within this form has been checked and is correct upon date of completion. All information in this form will be stored for Blue Gate Fields Infant school's records so that the school can use the information to ensure their security systems are kept safe to minimise risks of a data breach.

Name of DPO:	
Signed (DPO):	
Date form completed:	