Data Protection Breach Reporting Form

Please provide as much information as you can at this stage. Your initial response should be provided **within 12 hours**. Do not delay returning the form if you do not know the answers to all questions. Please provide the information you know at present and follow up with additional information if further detail becomes available.

Forms should be sent to: [kirsty.campbell.perth@uhi.ac.uk](mailto:kirsty.campbell.perth@uhi.ac.uk)

Please also telephone 01738 877625 to advise that the form has been sent.

**Please describe the incident in as much detail as possible.**

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| 1. When did the incident happen? |
| 1. How did the incident happen? |
| 1. If there has been a delay in reporting the incident please explain the reasons for this. |
| 1. What measures were in place to prevent an incident of this nature occurring? |
| 1. Please provide extracts from any policies or procedures considered relevant to this incident, and explain which of these were in existence at the time of this incident. Please provide the dates on which they were implemented. |

**Personal Data Placed at Risk**

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| 1. What personal data has been placed at risk? Please specify if any financial or sensitive personal data (special categories\*) has been affected and provide details of the extent. |
| 1. How many individuals have been affected and how many data records are involved? |
| 1. Are the affected individuals aware that the incident has occurred? |
| 1. What are the potential consequences and adverse effects on those individuals? |
| 1. Have any affected individuals complained to the University about the incident? |

**Containment and Recovery**

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| 1. Has any action been taken to minimise/mitigate the effect on the affected individuals? If so, please provide details. |
| 1. Has the data placed at risk now been recovered? If so, please provide details of how and when this occurred. |
| 1. What steps have been taken to prevent a recurrence of this incident? |

**Miscellaneous**

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| 1. Have the police or any other regulatory bodies been informed about this incident? |
| 1. Has there been any media coverage of the incident? |

\* Special Categories of Personal data include:

* The racial or ethnic origin of the data subject.
* Their political opinions.
* Their religious or philosophical beliefs.
* Whether they are a member of a trade union.
* Their genetic data.
* Biometric data used to uniquely identify them.
* Their physical or mental health or condition.
* Their sex life or sexual orientation.