**INFORMATION REQUIRED IN REPORTING A SECURITY / PRIVACY BREACH\***

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| When reporting a security / privacy breach or incident to a supervisor, as much as possible of the information specified below should be provided. The information may be provided orally first and then in writing. **The information should be given without delay, so that the necessary steps to deal with the breach or incident can proceed immediately**. |
| Detailed description of breach or incident (including a chronology of the events associated with the breach where appropriate) |
| Date & time breach/incident detected |
| Staff member who detected the breach: |
| Date & time breach reported to supervisor |
| Where relevant, details of IT equipment involved in breach (Include owner and asset number, if available.) |
| Details of the amount and nature of data that might be compromised (including where possible, the categories and approximate number of data subjects concerned, and the categories and approximate number of personal data records concerned) |
| Description of the likely consequences of the breach |
| Description of the measures taken or proposed to be taken to address the breach, including, where appropriate, measures to mitigate its possible adverse effects |

**\*** This is extracted from Appendix A, Section 6.3 of the Data Management Policy. It can be attached to a notification logged to the Data Office Service Desk.