Please fill in and send this form as soon as possible after being notified of a data breach

Staff Data Breach Report Form (to be updated onto the intranet)

Name of staff member reporting breach:

Today's date:

Date that breach was reported to East Herts:

Service Area:

Has ICT been notified (if required)?

Has your line manager been notified?

Please give details of the breach including:

- *The type(s) and/or categories of data involved*
- *Whether sensitive personal data is involved*
- *How many people are likely to be affected (if known)*

Please give details of what may have caused the breach (if known):

Please give details of any immediate actions that have been taken to reduce the impact of the breach: