

## Data Breach Report

Date of Breach:

Date breach notified to Information Governance and Data Protection Manager (DPO) and/or Information Officer:

Investigating Officer:

Notified to Line Manager/Head of Service/Deputy Chief Executive/Chief Executive:

Details of breach (use staff breach report form):

Who Notified East Herts of breach:

Details of Investigation undertaken (consider the points below):

- *Sensitivity of data (both commercially and personally)*
- *What organisational and technical measures were in place?*
- *What might be done with the data as a result of the breach?*
- *What could the personal data tell a third party about the person(s)?*
- *Potential effects on the data subject*
- *Potential consequences for the council*
- *Broader consequences of the breach (both for the person(s) and the council)*

Did a breach occur and if so, what was the severity?

Was the breach reported to the ICO, if so, on what date?

Were the Police informed?

Were the Data Subjects informed?

Were any other parties informed?

What corrective action(s) were considered/taken (consider the points below)?

- *Where and how data is held and stored*
- *Current organisational and technical security measures and possible weaknesses of these*
- *Methods and security of data transmission of data*
- *Level of data sharing and whether or not it is necessary*
- *Whether any data protection impact assessments need to be conducted or reviewed*
- *Staff awareness and training*

Date report circulated with Line Manager/Head of Service/Deputy Chief Executive/Chief Executive: