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?
Plance give details of the breach including
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: