



## GDPR Data Breach Form

Please complete this form if there has been a data breach and return to your Skills South Tyneside Officer. A copy may need to go to the Information Commissioner's Office (details provided at end).

| About the Breach |                                                                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                | What has happened? Tell us as much as you can about what happened, what went wrong and how it happened.                                                                  |
|                  |                                                                                                                                                                          |
| 2                | Was the breach caused by a cyber-attack? <span style="margin-left: 100px;">Yes</span> <span style="margin-left: 100px;">No</span>                                        |
| 3                | How did you find out about the incident?                                                                                                                                 |
|                  |                                                                                                                                                                          |
| 4                | What date did you discover the breach?                                                                                                                                   |
|                  |                                                                                                                                                                          |
| 5                | When did the breach happen?                                                                                                                                              |
|                  |                                                                                                                                                                          |
| 6                | Categories of personal data included in the breach? Tick below:                                                                                                          |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Basic personal identifiers e.g. name, contact details</div> <div><input type="checkbox"/></div> </div> |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Criminal Convictions</div> <div><input type="checkbox"/></div> </div>                                  |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Ethnic Origins</div> <div><input type="checkbox"/></div> </div>                                        |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Finance e.g. bank details</div> <div><input type="checkbox"/></div> </div>                             |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Other (please specify below)</div> <div><input type="checkbox"/></div> </div>                          |
| Other:           |                                                                                                                                                                          |
| 7                | Number of personal data records concerned?                                                                                                                               |
|                  |                                                                                                                                                                          |
| 8                | Categories of data subjects affected?                                                                                                                                    |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Children</div> <div><input type="checkbox"/></div> </div>                                              |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Employees</div> <div><input type="checkbox"/></div> </div>                                             |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Learners</div> <div><input type="checkbox"/></div> </div>                                              |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Vulnerable Adults</div> <div><input type="checkbox"/></div> </div>                                     |
|                  | <div style="display: flex; justify-content: space-between;"> <div>Other (please specify below)</div> <div><input type="checkbox"/></div> </div>                          |
| Other:           |                                                                                                                                                                          |



|           |                                                                                                                                                                                         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>9</b>  | Potential consequences of the breach; please describe the possible impact on data subjects as a result of the breach and also state if there has been any actual harm to data subjects. |
|           |                                                                                                                                                                                         |
| <b>10</b> | What is the likelihood that data subjects will experience significant consequences as a result of the breach?                                                                           |
|           |                                                                                                                                                                                         |
| <b>11</b> | Cyber Incidents Only: Has the confidentiality, integrity and/or availability of your information system been affected?<br>Yes No                                                        |
| <b>12</b> | Cyber Incidents Only: If you answered yes, please specify (tick all that apply)                                                                                                         |
|           | Confidentiality                                                                                                                                                                         |
|           | Integrity                                                                                                                                                                               |
|           | Availability                                                                                                                                                                            |
| <b>13</b> | Cyber Incidents Only: What has been the impact on your organisation e.g. High, Medium, Low                                                                                              |
|           |                                                                                                                                                                                         |
| <b>14</b> | Had the staff member involved in this breach received data protection training in the last two years?                                                                                   |
|           |                                                                                                                                                                                         |
| <b>15</b> | If there has been a delay in reporting this breach, please explain why:                                                                                                                 |
|           |                                                                                                                                                                                         |

### Taking Action

|           |                                                                                                                                                                                                                                                                                                                 |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>16</b> | Describe the actions you have taken, or propose to take, as a result of the breach including, where appropriate, actions you have taken to fix the problem and to mitigate any adverse effects e.g. confirmed data sent in error has been destroyed, updated passwords, planning information security training. |
|           |                                                                                                                                                                                                                                                                                                                 |



|                           |                                                                                                                                                                                                       |     |    |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>17</b>                 | Have you told data subjects about the breach?                                                                                                                                                         | Yes | No |
| <b>18</b>                 | Have you told, or are you planning to tell any other organisations about the breach e.g. the police, other regulators or supervisory authorities in case we need to make contact with other agencies? |     |    |
| Yes      No      Details: |                                                                                                                                                                                                       |     |    |

| About You |                                                                                                                                                                                                  |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>19</b> | Organisation Name (data controller):                                                                                                                                                             |
|           |                                                                                                                                                                                                  |
| <b>20</b> | Registered Organisation Address                                                                                                                                                                  |
|           |                                                                                                                                                                                                  |
| <b>21</b> | Name of person making this report (in case we need to contract you about this report, please include name, email and telephone).                                                                 |
|           |                                                                                                                                                                                                  |
| <b>22</b> | Data Protection Officer or the senior person responsible for data protection in your organisation (in case we need to contract you about this report, please include name, email and telephone). |
|           |                                                                                                                                                                                                  |

If you experience a personal data breach you need to consider whether this poses a risk to people. You need to consider the likelihood and severity of any risk to people's rights and freedoms, following the breach. When you've made this assessment, if it's likely there will be a risk then you must notify the ICO; if it's unlikely then you don't have to report it. **You do not need to report every breach to the ICO.**

The Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF  
 0303 123 1113  
<https://ico.org.uk/>