

Data Breach Incident Notification – Instructions for Completion

If you discover a personal data security breach, please notify your Manager immediately.

Please complete the Data Breach Incident Notification and return it to the Data Protection Officer **as soon as possible** dataprotection@tudublin.ie Please note that there is a very short period of time in which to notify the Data Protection Commissioner – 72 hours.

Please refer to Terms and Definitions in Appendix 1 for clarification on the data protection terminology used in some questions.

If you require assistance, please do not hesitate to contact your Information & Compliance Office

Blanchardstown –
Joanne Lumley, TU Dublin Blanchardstown, D15 YV78, Ireland
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City –
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Data Breach Incident Notification

Initial Incident Report	
<i>(To be completed by individual reporting the incident and/or Manager)</i>	
Name:	Function:
Date:	Staff Number:
Campus:	
Date of Incident:	Time of Incident:
Who was Notified?	Data and Time of Notification:
Description of Incident:	
Type of breach: Confidentiality breach, Integrity breach, Availability breach	
Estimated number of Data Subjects affected	
Estimated number of records affected	
Categories of Data Subject affected (e.g. employees, the public, suppliers etc.)	
Categories of personal data affected (e.g. Contact Details, Health Data, Bank Details, etc.)	
Any Sensitive Category personal data? (e.g. Health, Trade Union Membership, Ethnic Origin, etc.) Y/ N	
What device or system was the personal data held on?	
Are there any reasons to suspect that the passwords used to protect the personal data may have been compromised? (e.g. password stored with mobile device or weak password used)	
Any further information:	
Signed By individual reporting incident:	Date:
Signed By Manager:	Date:

