

Data Breach Incident Report Form

Reference No. _____ Campus _____

Investigation, Assessment and Response <i>(To be completed by DPO Nominee in conjunction with the Staff Manager)</i>	
Is this a Data Breach? Y / N	
Potential risks to the Data Subject / Likely consequences of the personal data breach	
Mitigating factors in place or proposed to be actioned	
Assessment of likelihood of risks to data subject (none, low, medium, high)	
Assessment of severity of risks to the data subject (none, low, medium, high)	
Likely to result in a risk to the rights and freedoms of the data subject? (Y/N and justification). <i>Note: If yes, report to Data Protection Commissioner.</i>	
Report to Data Subject? Y / N	
Comments	
Signed By DPO Nominee:	Date:
Signed By Manager:	Date:

Post Incident Review

(To be completed by DPO Nominee in conjunction with the Staff Manager)

Potential weaknesses identified which are required to be remediated?

What action has been taken to prevent similar incidents in the future?

What action has been identified to be taken to prevent similar incidents in the future?

Has there been any media coverage of the incident?

Is a Data Protection Impact Assessment (DPIA) now required for the processing activity?

Have we recorded communications to Data Protection Commissioner and Data Subject where necessary? If so, please provide their details and an outline of their response.

Comments

Signed By DPO Nominee:

Date:

Signed By Manager:

Date: