**ANNEX 1 – ICO Breach Notification Report**

1. **Organisation Details**

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| Name of Organisation |  |
| Data controller’s registration number (if applicable). |  |
| DPO |  |
| Contact Details |  |

1. **Details of the data protection breach**

Set out the details of the breach and ensure that all mandatory (\*) fields are completed.

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| 1. \* Please describe the incident in as much detail as possible. 2. \* When did the incident happen? 3. \* How did the incident happen? 4. If there has been a delay in reporting the incident to the ICO please explain your reasons for this. 5. What measures did the organisation have in place to prevent an incident of this nature occurring? 6. Please provide extracts of any policies and procedures considered relevant to this incident, and explain which of these were in existence at the time this incident occurred. Please provide the dates on which they were implemented. |

1. **Details of the Personal Data placed at risk**

Set out the details of the personal data placed at risk as a result of the breach and ensure that all mandatory (\*) fields are completed.

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| 1. \* What personal data has been placed at risk? Please specify if any financial or special category (sensitive) personal data has been affected and provide details of the extent. 2. \* How many individuals have been affected? 3. \* Are the affected individuals aware that the incident has occurred? 4. \* What are the potential consequences and adverse effects on those individuals?   (e) Have any affected individuals complained to the School / Trust about the incident? |

1. **Containment and recovery**

Set out the details of any steps the School / Trust has taken to contain the breach and/or to recover the personal data and ensure that all mandatory (\*) fields are completed.

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| 1. \* Has the [Trust/Academy/School] taken any action to minimise/mitigate the effect on the affected individuals? If so, please provide details. 2. \* Has the data placed at risk now been recovered? If so, please provide details of how and when this occurred. 3. What steps has the [Trust/Academy/School] taken to prevent a recurrence of this incident? |

1. **Training and guidance**

Set out the details of any steps the [Trust/Academy/School] has taken to contain the breach and/or to recover the personal data and ensure that all mandatory (\*) fields are completed.

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| 1. As the data controller, does the [Trust/Academy/School] provide its staff with training on the requirements of Data Protection Legislation? If so, please provide any extracts relevant to this incident here. 2. Please confirm if training is mandatory for all staff. Had the staff members involved in this incident received training and if so when? 3. As the data controller, does the [Trust/Academy/School] provide any detailed guidance to staff on the handling of personal data in relation to the incident you are reporting? If so, please provide any extracts relevant to this incident here. |

1. **Previous contact with the ICO**

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| 1. \* Have you reported any previous incidents to the ICO in the last two years?   YES / NO   1. If the answer to the above question is yes, please provide: brief details, the date on which the matter was reported and, where known, the ICO reference number. |

1. **Miscellaneous**

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| 1. Have you notified any other (overseas) data protection authorities about this incident? If so, please provide details. 2. Have you informed the Police about this incident? If so, please provide further details and specify the Force concerned. 3. Have you informed any other regulatory bodies about this incident? If so, please provide details. 4. Has there been any media coverage of the incident? If so, please provide details of this. |

This form was completed on behalf of [Trust/Academy/School] by:

Name:……………………………………………….

Role:……………………………………………………..

Date and Time:………………………………………..