

Data Breach Report (GDPR)

DATA BREACH REF:

ELEMENT	COMMENTS
A: NOTIFICATION OF DATA SECURITY BREACH	
Date of discovery of security breach:	
Location of breach:	
Person DISCOVERING the breach:	Name: _____ Signature: _____
Nature of the breach:	
Person REPORTING the breach:	Name: _____ Signature: _____
Person in receipt of the report (DPO):	Name: _____ Signature: _____
B: DETAILS OF DATA LOSS	
Type of data lost:	
Quantity of data lost	
Details of any personal data placed at risk:	
Details of any HIGH RISK personal data placed at risk:	
Data Subject(s) affected by the breach:	
If laptop lost or stolen, date of last back-up to central server:	
C: ACTION PLAN	
Action taken to repair the breach / RESTORE lost data:	
Date:	Signature:
Effectiveness of breach repair VERIFIED:	Date: _____ Signature: _____
Action taken to PREVENT recurrence of the breach:	
Date:	Signature:
SIGN-OFF: Data Protection Officer (NAME): _____ Signature: _____ Date: _____	