



Data Protection Breach Record

Date:	Person responsible for dealing with breach:				
Outline of breach					
Which data subjects are involved?					
Data type involved					
Reported by					
Phone/email sent to DPO	Y / N	Is this high risk?	Y / N	Report to ICO	Y / N
Date reported to data subjects					
Actions taken					
Preventative action suggestions – including training					
Notes					
Actions approved by				Date	