**Data Breach Report Form**

*Please complete as much as the form as possible and send it to* [*informationmanagement@bcu.ac.uk*](mailto:informationmanagement@bcu.ac.uk) *The more information you provide the less we will need to follow up with you.*

*Do not include any personal data involved in the incident.*

If the breach was caused through the sending of an email, please try to recall that email straight away, before filling in this form. You can update the Information Management Team later whether the recall was successful.

**N.B. ‘Data subject’ is the term used for a living human being who the personal data is about.**

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| **Name of person reporting the breach** |  |
| **Are you reporting a near miss or actual data breach or are you not sure?** | Near miss (e.g. email successfully recalled before it was read, email sent to wrong address but it bounced back, work laptop with security active (e.g. password protected on) and then re-found undamaged.  Data breach  Not sure |
| **Who caused the breach / near miss (if known)?** |  |
| **Has that person completed data protection and information security training in the last two years?** | Data Protection (GDPR)  Information Security  Not known  N/A (for example, if caused by an external person) |
| **Date and approximate time of incident** |  |
| **Date identified (if different to date of incident)** |  |
| **Who identified the breach / near miss? (If different to the person reporting)** |  |
| **Number of data subjects (i.e. individuals whose personal data was part of the data breach / near miss).** |  |
| **Do the data subject(s) know about the breach?** | Yes  No  Some of them – please give details Don’t know |
| **Data subjects’ relationship with BCU** | Current student Prospective student  Alumni Employees Third Party Research participants Other (Please specify) |
| **Number of individuals the data has been inappropriately exposed to.** |  |
| **Thinking about the person / people who have seen the breached personal data (e.g. received an email they should not have), what relationship do they have with BCU (if any)? E.g. applicant, current student, former student, staff member, external organisation, member of the public?** |  |
| **Description of personal data affected by the breach.**  *e.g. Name, contact details, staff/student ID, NI number, DOB, assessment results, academic qualifications, correspondence regarding an individual, details of any disability.* |  |
| **Please tick if any of the categories of personal data have been included in this data breach or near miss (this list is of personal data generally considered higher risk).** | racial or ethnic origin political opinions religious beliefs or other beliefs of a similar  nature membership of a trade union genetic  biometric data (for ID purposes)  physical or mental health or condition sex life  sexual orientation criminal convictions and offences or related security measures Economic and financial data, e.g. credit card numbers, bank details usernames, passwords  disciplinary / grievance information  other information that you consider could cause distress or embarrassment to the data subject. Please give details. |
| **Description of the breach (how did the breach occur?)** |  |
| **Were protective measures in place?**  *e.g., encryption/password protected, pin-coded device.* |  |
| **Brief description of any action taken to resolve the situation and reduce the risks. (For example, recall of email or contacting a recipient of a data breach to ask them to delete it).** |  |
| **What further actions could be taken to resolve the situation or reduce the risks of this breach.** |  |
| **If personal data was lost, has any of the information been recovered? If so, please give details.** |  |
| **Please provide any comments/suggestions on how reoccurrence of the breach can be prevented in the future.** |  |
| **Any additional information you think it would be helpful to include:** |  |

Thank you very much for completing as much information as possible. Please send to [informationmanagement@bcu.ac.uk](mailto:informationmanagement@bcu.ac.uk)