**Appendix A – Incident Form**

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| **No.** | **Question** | | **Answer** |
| 1 | Organisation details | | |
| (a) | Directorate | |  |
| (b) | Service area | |  |
| (c) | Name of investigating officer | |  |
| (d) | Email of investigating officer | |  |
| (e) | Telephone contact number of investigating officer | |  |
| 2 | Details of the data protection breach | | |
| (a) | Please describe the incident in as much detail as possible. Please do not include any personal information | |  |
| (b) | When did the incident happen?  Please include date and time | |  |
| (c) | How did the incident happen? | |  |
| (d) | Date reported to Service Manager | |  |
| (e) | Date incident form completed | |  |
| (f) | Reason for any delay in reporting | |  |
| (g) | What measures did the organisation have in place to prevent an incident of this nature occurring? | |  |
| 3 | Individuals affected | | |
| (a) | What personal data has been placed at risk? Please specify if any financial or sensitive personal data is involved or has been affected and provide details of the extent. | |  |
| (b) | How many individuals have been affected? | |  |
| (c) | Who are the affected individuals e.g. Staff, Service User, Member of the Public | |  |
| (d) | Are the individuals affected a vulnerable group? If yes, please describe | |  |
| (e) | Are the affected individuals aware that the incident has occurred? | |  |
| (f) | What are the potential consequences and adverse effects on those individuals? | |  |
| (g) | Have any affected individuals complained to the organisation about the incident? If so, who and how many? | |  |
| 4 | Containment | | |
| (a) | What have you done to recover the data, please provide details of how and when this occurred? | |  |
| (b) | What action have you taken to ensure that there are no further leaks of data? | |  |
| (c) | What steps have you taken to prevent a recurrence of this incident? | |  |
| (d) | Please attach correspondence related to this incident e.g. original email sent in error including attachments, follow up emails confirming deletion etc. | |  |
| 5 | Training and guidance | | |
| (a) | List the staff members involved in this breach. If it’s more than one member of staff list by team | |  |
| (b) | Has everyone involved in this breach completed the online Data Protection training in the past 12 months | | Yes state when  No state why |
| (c) | What other relevant training/briefings have staff had on data protection/managing data breaches? Please specify dates | |  |
| 6 | Additional information | | |
| (a) | Has there been any media coverage of the incident? If so, please provide details of this. | |  |
|  |  | |  |
| (b) | Have any regulatory bodies/other organisations been informed? If so, please specify |  | |
| (c) | Please complete the lessons learnt and actions in Appendix A1 below. |  | |
| 7 | To be completed by the data protection team only | | |
| (a) | Is this a reportable breach? |  | |
| (b) | ICO reference number |  | |

**Appendix A1**

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| **Lesson Learnt** | **Action** | **Owner** | **Due Date** |
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Return completed incident form along with Risk Assessment Matrix (Appendix B) to [data.protection@royalgreenwich.gov.uk](mailto:data.protection@royalgreenwich.gov.uk)