**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 whenNo 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