

FORM FOR REPORTING A DATA BREACH

Please act promptly to report any data breaches. If you discover a data breach, please notify your Head of Department/School immediately, complete Section 1 of this form and email it to dpo@lincolncollege.ac.uk

Section 1: Notification of Data Security Breach	To be completed by the person reporting the incident
Date incident was discovered:	
Date(s) of incident:	
Place of incident:	
Name and Job Title of person reporting incident:	
Contact Details (email and extension number):	
Description of incident:	
Number of data subjects affected:	
Provide details of any personal data that has been placed at risk:	
Brief description of any action taken at the time of the discovery:	

Section 2: Action Taken	To be completed by the DPO
Incident Number:	e.g. year/001
Date of notification to Information Commissioner's Office (if relevant):	
Date of notification to data subject(s):	
Follow-up action required/recommended:	