

**ICO Data Breach Report Template**

| **No.** | **Question** | | **Answer** |
| --- | --- | --- | --- |
| 1 | Organisation details | | |
| (a) | School | |  |
| (b) | Department e.g. staff, admin, safeguarding, governors | |  |
| (c) | Name of investigating member of staff | |  |
| (d) | Email of investigating member of staff | |  |
| (e) | Telephone contact number of member of staff | |  |
| 2 | Details of the data protection breach | | |
| (a) | Please describe the incident in as much detail as possible. | |  |
| (b) | When did the incident happen? | |  |
| (c) | How did the incident happen? | |  |
| (d) | Date reported to Head Teacher | |  |
| (e) | Date reported to Data Protection Officer | |  |
| (f) | Reason for any delay in reporting? | |  |
| (g) | What measures did the school 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? | |  |
|  | Are the individuals affected a vulnerable group. If yes please describe | |  |
| (c) | Are the affected individuals aware that the incident has occurred? If no, do you plan to make them aware and if not, why not? | |  |
| (e) | What are the potential consequences and adverse effects on those individuals? | |  |
| (f) | Have any affected individuals complained to the school 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? | |  |
| 5 | Training and guidance | | |
| (a) | List the staff members involved in this breach. If it is more than one member of staff list by team or pupils? | |  |
| (b) | Has everyone involved in this breach completed the online DPA training in the past 12 months. If yes, state when. If no, state why | |  |
| (c) | What other relevant training/briefings have staff had on data protection/managing data breaches? Please specify dates | |  |
| 6 | Miscellaneous | | |
| (a) | Has there been any media coverage of the incident? If so, please provide details of this. | |  |
|  |  | |  |
| 7 | Follow up | | |
| (a) | What lessons have been learnt from this breach? |  | |
| (b) | Have all follow up actions been put into place? Please describe action and date. |  | |

Please send a copy of this completed form and action plan to [GDPR@luton.gov.uk](mailto:GDPR@luton.gov.uk)