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| **Personal Data Breach Report Form** | |  |  |
| This form must be completed as part of reporting any personal data breach.  Any suspected or confirmed personal data breach, upon discovery, should be immediately reported to the Information Compliance team via email [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk). Where the matter has occurred on the University’s ICT and related systems, individuals are also asked to contact the ICT Helpdesk via [helpdesk@lincoln.ac.uk](mailto:helpdesk@lincoln.ac.uk) or 01522 886500 for advice or support regarding personal data breach containment form the Information Security team.    It is important that the University responds to a data security breach quickly and effectively. A breach may arise from a theft, a deliberate attack on University systems, unauthorised use of personal data, accidental loss or equipment failure.  **PART A – Details of the person reporting the data security breach** | | | |
| **1. Name** |  | | |
| **2. Status (staff, student or other) and location (school or department, building and campus)** |  | | |
| **3. Contact details (email and telephone)** |  | | |
| **4. Date and time breach reported** |  | | |

**PART B – Details of the data security breach**

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| **5. How has the data security breach occurred?** |  |
| **6. What personal data is involved?** |  |
| **7. How many individuals does the data relate to and who are they?** |  |
| **8. When did the breach occur?** |  |
| **9. Are any protections (such as encryption) in place?** |  |
| **10. Have any actions been taken so far?** |  |
| **11. Any other relevant information** |  |

**PART C – Actions Taken**

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| **12. Immediate actions taken to halt the data security breach (if relevant)** |  |
| **13. Actions taken in response to the reported breach** |  |
| **14. Date breach reported to the Incident Manager** *(Information Compliance Team use only)* |  |
| **15. Summary of any actions taken to prevent a similar breach occurring again** |  |