

**A4.6.2 - Data Protection Officer Incident Record**

Description of Incident (dd/mm/yyyy)	Date Email Notification Received	Sender of Email Notification			Date Incident Report Received	Sender of Incident Report			Date Investigation of Personal Data Breach began	Date Investigation of Personal Data Breach ended	Personal Data Breach? (Y/N)	Reported to Supervisory Authority		Date of report to Supervisory Authority	Details of SA to which report was made	
		Name	Position	Email Address		Name	Position	Email Address				(Y/N)	Reason		Name	Email Address