A4.6.1 - Possible Personal Data Breach - Incident Report

Details of Incident	To be completed by head of area (Unit/Department/School/Faculty/Division) or, in the case of contractors, University contact			
1. When was the incident discovered? *(Date)*	Date:			
2. When did the incident take place? *(Date)*	Date:			
3. Where was the incident? *(Location of incident - area, location within area)*	Area: Location within area:			
4. Who made you aware of the incident (Name; Position)	**Name**	**Email Address**		**Position**
5. Was an email, stating that an incident took place, sent to the DPO? (Y/N)				
6. If "yes" to 5, when was this email sent? (Date/Time)				
7. Your information *(Name, Email address, telephone number, Office address)*	**Name**	**Email Address**	**Office Address**	**Telephone Number**
8. Description of Incident				

9. What, if any, ICTs (devices, software) were involved in the incident?	
10. What types of records were involved? (Grades, Health records, Student bio info., etc.)	
11. How many Data Subjects were affected?	
12. Whose records were involved? (Full names of individuals, Id numbers of individuals)	
13. Was action taken when the incident was discovered? (Y/N)	
14. What, if any, action was taken? (Brief description)	
15. If action was taken, who took it? (Name, Email address, telephone number, Office address)	