# GDPR – Data Breach Form

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| Details of Breach | |
| Date of breach |  |
| Number of people affected |  |
| Type of breach  *Examples:*   * *loss of Personal Data (e.g. misplaced USB stick)* * *unauthorised access or disclosure or other breach of security (e.g. sending email to incorrect recipient),* * *confidentiality, integrity (e.g. unauthorised person amending personal information)* * *availability (e.g. database down)* |  |
| Description of breach  *What happened* |  |
| Type of personal information involved in breach  *(see Section 2 of the* [*Privacy notice*](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice#2)*)* |  |
| How did you become aware of the breach |  |
| Potential consequences of breach |  |
| What measures need to be taken: | |
| Who needs to be informed?  *For example*   * *Affected individuals* * *District Data Champion* * *Connexional Data Controller (TMCP)* |  |
| What remedial action should be taken |  |