Data Breach Document log for School Name

Checklist of recorded actions taken

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| Date of breach |  |
| Who caused the breach |  |
| Reported to including date |  |
| Details of the breach |  |
| Breach contained |  |
| Breach falls under Recital 85 of GDPR |  |
| Categories of individuals affected |  |
| Number of individuals affected |  |
| Categories of personal data affected |  |
| Number of personal data affected |  |
| Consequences of data breach |  |
| Measures taken |  |
| ICO Informed |  |
| Individual(s)informed |  |

1. **Date of data breach and by whom**

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1. **Reported to including date.**

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1. **Details of the data breach**

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1. **Has the data breach been contained?**

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1. **Does the data breach fall under Recital 85 of the GDPR? If yes indicate how, and if no indicate why not. If yes go to question 6, if no this form maybe be complete. However, it may be beneficial to complete other parts for reference.**

A personal data breach may, if not addressed in an appropriate and timely manner, result in physical, material or non-material damage to natural persons such as loss of control over their personal data or limitation of their rights, discrimination, identity theft or fraud, financial loss, unauthorised reversal of pseudonymisation, damage to reputation, loss of confidentiality of personal data protected by professional secrecy or any other significant economic or social disadvantage to the natural person concerned.”

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1. **Indicate the categories and the approximate number of individuals concerned; and the categories and approximate number of personal data records concerned. This is to be provided to the ICO**

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1. **Indicate the likely consequences of the personal data breach. This is to be provided to the ICO**

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1. **A description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects. This is to be provided to the ICO**

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1. **Date and method of reporting to ICO**

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ICO Checklist- Not required in this instance

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| Question 6 |  |
| Question 7 |  |
| Question 8 |  |
| Name and contact details of DPO |  |

1. **Date and method that individuals affected by the data breach have been informed**

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Form Completed by

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted by school

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_