**DATA BREACH REPORTING TEMPLATE**

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|  |
| Name of organisation  |       |  |
|  |
| ICO registration number |       |  |
|  |
| Date and time reported to the ICO |       |  |
|  |
| Name of Data Protection Officer or contact person |       |  |
|  |
| Contact details |       |  |
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| **Information on the breach** |
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| Brief summary of the breach |       |  |
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| Number of individuals concerned (data subjects) |       |  |
|  |
| Number of personal data records concerned |       |  |
|  |
| Categories of data involved (eg personal, sensitive) |       |  |
|  |
| Likely consequences of the personal data breach |       |  |
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| Measures taken or proposed to deal with the personal data breach |       |  |
|  |
| Measures taken to reduce adverse effects for the individuals concerned |       |  |
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