**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 |  |  |
|  | | |
|  | | |
| **Information on the breach** | | |
|  | | |
| Brief summary of the breach |  |  |
|  | | |
| 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 |  |  |
|  | | |
| Measures taken or proposed to deal with the personal data breach |  |  |
|  | | |
| Measures taken to reduce adverse effects for the individuals concerned |  |  |
|  | | |