

Breach Notification Form

IF YOU DISCOVER A DATA BREACH, IN THE FIRST INSTANCE YOU MUST TELEPHONE SVC FOR ADVICE AND IN COMPLIANCE WITH BREACH NOTIFICATION TIMESCALES.

Please complete details below and submit to SVC within 24 hours of any data breach discovery. This information is vital in enabling the organisation to fulfil its legal obligations in relation to data security and Information Commissioner's Office (ICO) notification.

SVC encourages people to raise issues of data breaches and whilst breaches in data security / confidentiality are disciplinary offences, each case will be considered individually and for minor breaches or first offences the organisation will support the individual at fault, in conjunction with their supervisor to ensure they have an understanding of why the breach occurred and their responsibilities for data protection going forward.

Failure to inform the organisation of a data breach will be regarded as a serious offence and addressed under the organisation's Disciplinary Procedures.

Date of breach discovery	
Date of the breach itself <i>(if different)</i>	
Whose data was breached?	
Nature of the breach <i>Please provide as much information as possible so measures can be taken to remove or reduce negative consequences of the breach to the affected individuals.</i> <i>E.g. hard copy / electronic documents, type of information, was it shared with anyone irrelevant, is the individual affected aware of the breach, why did it occur?</i>	

Name (print): _____

Signed: _____

Date: _____

Please give this form directly to SVC within 24 hours of completion.