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| Data Breach Incident Report Form  Data Breach Incident Number: | | | |
| Date and time of Incident: |  | Location of Incident: | e.g. email |
| Summary of Incident:  (State facts only and not opinions. Please do **not** include identifiable information) |  | | |
| Brief description of corrective actions taken |  | | |
| Brief description of preventative actions taken |  | | |
| Date and time Principal was informed |
| Details of any further action taken by the Principal |  | | |
|  | Reporter details |  |  |
| Name:  Job Role: |  | Email Contact Details: | Phone No: |
| Follow up details | | | |
| Investigations: |  | | |
| Findings: |  | | |
| Planned Actions: |  | | |
| Principal sign off: |  | Date: |  |