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| --- | --- |
| PDBRF |  **Personal Data Breach Reporting Form** |
| **Notes** | **Strictly Confidential when filled in** |
| 1. Do not include any personal data involved in the incident
 |
| **Actions**1. Please fill this form and email it to the Information Security Group (isg@ucl.ac.uk)
 |
| **1.**  | **Contact Information (Report Author)** |
| a) | Full name |  |
| b) | Job title |  |
| c) | Department |  |
| d) | Work phone |  |
| e) | E-mail address |  |
| *Additional contact information:* |
| **2.**  | **Description of the Personal Data Breach** |
| **a)** | **Give a brief description of the incident (Tell us as much as you can about what happened)** |
|  |
| **b)** | **Who is/was managing the incident? Give name, role, and contact details** |
| Full name |  |
| Job title |  |
| Department |  |
| Work phone |  |
| E-mail address |  |
| **c)** | **Information compliance training undertaken by the individual involved in the incident in the last two years. *Put a* ‘X’ *where applicable*** |
|  |  | Data Protection Training (GDPR) |
|  |  | Freedom of Information  |
|  |  | Information Security |
|  |  | Information not available at this time |
| **d)** | **Types of personal data included in the breach (tick all that apply 🗸)** |
|  |  | Data revealing racial and ethnic origin  |
|  |  | Political opinions  |
|  |  | Religious and philosophical beliefs |
|  |  | Trade union membership |
|  |  | Sex life data |
|  | Sexual orientation data |
|  | Gender reassignment data |
|  | Health data |
|  | Basic personal identifiers, eg names, contact details |
|  | Identification data, eg usernames, passwords |
|  | Financial data, eg credit card numbers, bank details |
|  | Official documents, passports, driving licences |
|  | Location data |
|  | Genetic or biometric data |
|  | Criminal convictions, offences |
|  | Not yet known |
|  | Other (please specify) |
|  |  |
| **e)** | **Categories of individual affected *(tick all that apply 🗸)*** |
|  |  | Employees |
|  | Users |
|  | Students |
|  | Customers or Prospective Customers |
|  | Patients |
|  | Children |
|  | Vulnerable Adults |
|  | Not yet known |
|  | Other (please specify) |
|  |  |
| f) | How many people could be affected? |  |
| g)  | Have you told those affected by the breach? |  | Yes |  | No |
| h) | Overall impact of the incident on UCL ([​pdf icon Information-Risk-Assessment-Likelihood-and-Impact-Ratings-v1-01.pdf](https://liveuclac.sharepoint.com/sites/ISD.InformationSecurityGroup/Team%20Documents/Risk/Information-Risk-Assessment-Likelihood-and-Impact-Ratings-v1-01.pdf?OR=Teams-HL&CT=1655827159877&params=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA1MDEwMTAwOSJ9)) |
|  |  | Very High |  | High |  | Medium |  | Low |  | Very Low |
| **3.**  | **Initial investigation and response** |
| a) | How and when was the incident discovered, and by whom? |
|  |
| b) | When did the incident happen? | **Date(DD/MM/YY)** | **Time(HH:MM) Use 24 hour clock** |
|  |  |
| c) | What initial actions were carried out to assess the issue? |
|  |
| d) | Who carried out these activities? |  |
| e) | When were these activities carried out? | **Date(DD/MM/YY)** | **Time(HH:MM) Use 24 hour clock** |
|  |  |  |  |
| f) | Who was informed of the incident? |  |
| g) | What immediate response activities have been carried out to limit the impact of the incident? |
|  |
| h) | Who carried out these activities? |  |
| i) | When were these activities carried out? | **Date(DD/MM/YY)** | **Time(HH:MM) Use 24 hour clock** |
|  |  |
| j) | Who were the third parties (if any) involved in the investigation of response? |
|  |
| k) | What did they do? |
|  |
| **4.**  | **Current Situation** |
| a) | What is the current status of the incident? |
|  |
| b) | What further investigative/resolving actions are planned? |
|  |
| c) | When is this planned for? |  |

|  |  |
| --- | --- |
| **5.**  | **Resolution and follow-up** |
| a) | When was the incident fully resolved? | **Date(DD/MM/YY)** | **Time(HH:MM) Use 24 hour clock** |
|  |  |
| b) | How was the incident fully resolved? |
|  |
| c) | What is thought to have caused the incident? |
|  |
| d) | What changes can be made to prevent recurrence? |
|  |
| e)  | Have these changes been approved?  |  | Yes |  | No |
| f) | Who approved these changes? |  |
| g) | When will the changes be implemented? |  |