|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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? |  | | | | | | |