

	Blackburn with Darwen Borough Council - Schools IG Service © Personal Data Breach Form School Name School Postal Address	Status
		001 OPEN

Section 1: Incident Referral Details

School Contact Name:	<i>School contact to complete</i>
Date of Incident:	<i>School contact to complete</i>
Date First Reported:	<i>School contact to complete</i>
Staff Member Concerned(s):	<i>School contact to complete</i>
Affected Data Subject (s):	<i>School contact to complete</i>

Section 2: Incident details

Incident Details <i>School contact to complete</i>
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Section 3: Diary of Events

Date	Event	Input by
	<i>School contact to complete</i>	
	<i>School contact to complete</i>	
	<i>School contact to complete</i>	
	<i>School contact to complete</i>	
	<i>School contact to complete</i>	
	<i>School contact to complete</i>	

Submit to School's Data Protection Officer
 Jonathan Pickup - Schools.IG@blackburn.gov.uk

Section 3: GDPR Principles

Breach of Principle	a) processed lawfully, fairly and in a transparent manner in relation to individuals;
Breach of Principle	f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Section 4: Containment & Recovery

Date	Action	Outcome

Section 5: Assessment of Risk

DPO Assessment of Risk:	
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If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, you must also inform those individuals without undue delay.

	Decision	Date Decision Taken	Date Undertaken
Data Subjects Informed?			

Section 6: ICO

The GDPR introduces a duty on all organisations to report certain types of personal data breach to the relevant supervisory authority. You must do this within 72 hours of becoming aware of the breach, where feasible.

DPO Advice:	
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Headteacher to make the final decision...

	Decision	Date Decision Taken	Date Undertaken
Inform ICO?			

Section 7: Remediation Action(s) Required

RA Ref	RA Detail	RA Owner	Implementation Date
RA-1			
RA-2			
RA-3			

Section 8: HR Referral

HR Involvement (Y/N)	Outcome	HR Owner	Implementation Date

Section 9: Associated Documents

Doc Ref	Doc Detail	File Location
Doc-1		
Doc-2		
Doc-3		

Section 10: Report Finalisation

Name	Position	Date
Jonathan Pickup	Data Protection Officer	
	Headteacher	