

DATA BREACH REPORT FORM

If you know or suspect a data breach has occurred, please:

complete this form, and email it to the DataPrivacyManager@Marcamb.co.uk, ensuring you mark your email or the form as urgent.

<p>Name and contact details of person notifying the actual or suspected breach</p> <p><i>[If you wish to submit an anonymous report, leave this section blank.]</i></p>	
<p>Department</p> <p><i>[department from which the report emanated and the relevant manager (if applicable)]</i></p>	
<p>Do wish this report to be treated confidentially [Yes/No]</p>	
<p>Type of data breached</p> <p><i>[Give details of the type of Data that has been breached]</i></p>	
<p>Location of Breach [Supply physical location of Breach if applicable]</p>	
<p>Date of actual or suspected breach <i>[Insert Date]</i></p>	
<p>Date of discovery of actual or suspected breach <i>[Insert Date]</i></p>	
<p>Date of this report <i>[Insert Date]</i></p>	
<p>Summary of the facts</p> <p><i>[Provide as much information as possible— including the amount, sensitivity and type of data involved, if equipment has been affected supply an identifying No's]</i></p>	
<p>Assumed cause of the actual or suspected breach <i>[Provide a detailed account of what happened]</i></p>	
<p>Is the actual or suspected breach ongoing? [Yes/No]</p>	

<p>Who is or could be affected by the actual or suspected breach?</p> <p><i>[Include details of categories and approximate number of individuals, customer, supplier, other third party concerned]</i></p> <p><i>Do not notify affected individual. The data breach team will determine who should be notified and how.</i></p>	
<p>Are you aware of any related or other breaches?</p> <p><i>[Yes OR No]</i></p> <p><i>[If yes, provide more details]</i></p>	
<p>Is there any other information you would like to supply?</p>	