

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.

Name and contact details of person notifying the actual or suspected breach	<i>[Insert name and contact details]</i> <i>If you wish to submit an anonymous report, leave this section blank.</i>
Department	<i>[Insert department from which the report emanated and the relevant manager (if applicable)]</i>
Do wish this report to be treated confidentially	[Yes/No]
Type of data breached	<i>Give details of the type of Data that has been breached</i>
Location of Breach	<i>[Supply physical location of Breach if applicable]</i>
Date of actual or suspected breach	<i>[Insert date]</i>
Date of discovery of actual or suspected breach	<i>[Insert date]</i>
Date of this report	<i>[Insert date]</i>
Summary of the facts	<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>
Assumed cause of the actual or suspected breach	<i>[Provide a detailed account of what happened]</i>
Is the actual or suspected breach ongoing?	[Yes OR No]
Who is or could be affected by the actual or suspected breach?	<i>[Include details of categories and approximate number of individuals, customer, supplier, other third party concerned]</i> <i>Do not notify affected individual. The data breach team will determine who should be notified and how.</i>
Are you aware of any related or other breaches?	[Yes OR No] <i>[If yes, provide more details]</i>
Is there any other information you would like to supply?	