



Appendix 6: Personal Data Incident Reporting Form

Please complete this form with as much detail as possible and email it to the school's Data Compliance Officer at office@henburyview.dorset.sch.uk. If you do not have sufficient information to complete all of the form, please complete everything you can and return it to the DCO as soon as possible and no later than 48 hours after you or the member of staff in your school became aware of the incident.

Part 1: Summary (TO BE COMPLETED BY THE DATA COMPLIANCE OFFICER)	
Name and department of person reporting:	
Date of report:	<i>[Please state the date you are completing the form]</i>
Time and date incident first identified by the school/staff member:	
Time and date incident occurred (if different):	
Circumstances of the incident:	<i>[Please give a summary of what actually happened]</i>
Part 2: Details of the personal data incident (TO BE COMPLETED BY THE DATA COMPLIANCE OFFICER)	
Nature of the incident:	<i>[e.g. which rules/procedures were breached and how did it happen? If you are not sure of the rules, just explain which internal procedure was not followed or ask the DPO for assistance]</i>
Categories of data subject affected:	<i>[e.g. pupils, parents, employee, others]</i>

Approximate number of data subjects affected (if known):	
Possible consequences of the incident for data subjects:	<i>[State if there is likely to be any detriment to individuals. If yes, please provide details]</i>
Part 3: Actions taken in response to the incident (TO BE COMPLETED BY THE DATA COMPLIANCE OFFICER IN CONJUNCTION WITH THE DATA PROTECTION OFFICER)	
What mitigating action was taken or will be taken in response to the incident?	
Follow up action taken to prevent similar future breaches	
Part 4: DPO actions (TO BE COMPLETED BY THE DATA PROTECTION OFFICER)	
Does the incident constitute a near miss or a personal data breach?	
If it is a personal data breach, is it notifiable to the ICO:	Y / N If Y, date notified If N, reason for not notifying the breach
If it is a personal data breach, is it notifiable to data subjects:	Y / N If Y, date notified If N, reason for not notifying the breach
Date issue closed:	