

Data Protection Breach Notification Form

1. ORGANISATION DETAILS	
NAME OF ORGANISATION	Ecclesall Primary School
DATA CONTROLLER REGISTRATION NUMBER	Z7499861 – ICO.
DATA CONTROLLER DETAILS	Raj Jahangir (Business Manager) / Emma Hardy (Head Teacher) enquiries@ecclesall.sheffield.sch.uk 0114 2663137 High Storrs Road Sheffield S11 7LG UK

2. DETAILS OF DATA BREACH	
DATE OF INCIDENT	
PLEASE DESCRIBE THE INCIDENT IN AS MUCH DETAIL AS POSSIBLE	
HOW DID THE INCIDENT HAPPEN	
IF THERE WAS A DELAY IN REPORTING THE INCIDENT TO THE ICO, PLEASE EXPLAIN YOUR REASONS FOR THIS	
WHAT MEASURES DID THE ORGANISATION HAVE IN PLACE TO PREVENT AN INCIDENT OF THIS NATURE OCCURRING	
PLEASE PROVIDE EXTRACTS OF ANY POLICIES AND PROCEDURES CONSIDERED RELEVANT TO THIS INCIDENT, AND WHICH OF THESE WERE IN EXISTENCE AT THE TIME THIS INCIDENT OCCURRED, INCLUDING DATES THEY WERE IMPLEMENTED	

3. PERSONAL DATA PLACED AT RISK	
WHAT PERSONAL DATA HAS BEEN PLACED AT RISK. PLEASE SPECIFY IF ANY FINANCIAL OR SENSITIVE PERSONAL DATA HAS BEEN AFFECTED AND PROVIDE DETAILS OF THE EXTENT	
HOW MANY INDIVIDUALS HAVE BEEN AFFECTED	
ARE THE AFFECTED INDIVIDUALS AWARE THAT THE INCIDENT HAS OCCURRED	
WHAT ARE THE POTENTIAL CONSEQUENCES AND ADVERSE EFFECTS ON THOSE INDIVIDUALS	
HAVE ANY AFFECTED INDIVIDUALS COMPLAINED TO THE ORGANISATION ABOUT THE INCIDENT	

4. CONTAINMENT AND RECOVERY	
HAVE YOU TAKEN ANY ACTION TO MINIMISE/MITIGATE THE EFFECT ON THE AFFECTED INDIVIDUALS, PLEASE EXPLAIN	
HAS THE DATA PLACED AT RISK NOW BEEN RECOVERED, IF SO PLEASE PROVIDE DETAILS OF HOW AND WHEN THIS OCCURRED	
WHAT STEPS HAVE YOU TAKEN TO PREVENT A REOCCURRENCE OF THIS INCIDENT	

5. TRAINING AND GUIDANCE	
AS THE DATA CONTROLLER, DOES THE ORGANISATION PROVIDE ITS STAFF WITH TRAINING ON THE REQUIREMENTS OF THE DATA PROTECTION ACT, IF SO PLEASE PROVIDE ANY EXTRACTS RELEVANT TO THIS INCIDENT HERE	
PLEASE CONFIRM IF TRAINING IS MANDATORY FOR ALL STAFF. HAVE STAFF MEMBERS INVOLVED IN THIS INCIDENT RECEIVED TRAINING AND IF SO WHEN	

AS THE DATA CONTROLLER, DOES THE ORGANISATION PROVIDE ANY DETAILED GUIDANCE TO STAFF ON THE HANDLING OF PERSONAL DATA IN RELATION TO THE INCIDENT YOU ARE REPORTING, IF SO PLEASE PROVIDE ANY EXTRACTS RELEVANT TO THIS INCIDENT HERE	
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6. PREVIOUS CONTACT WITH THE ICO	
HAVE YOU REPORTED ANY PREVIOUS INCIDENTS TO THE ICO IN THE LAST TWO YEARS, IF YES PLEASE PROVIDE BRIEF DETAILS INCLUDING THE DATE IT WAS REPORTED AND THE ICO REFERENCE NUMBER	

7. MISCELLANEOUS	
HAVE YOU NOTIFIED ANY OTHER OVERSEAS DATA PROTECTION AUTHORITIES ABOUT THIS INCIDENT, IF SO PLEASE PROVIDE DETAILS	
HAVE YOU INFORMED THE POLICE ABOUT THIS INCIDENT, IF SO PLEASE PROVIDE DETAILS AND SPECIFY THE FORCE CONCERNED	
HAVE YOU INFORMED ANY OTHER REGULATORY BODIES ABOUT THIS INCIDENT, IF SO PLEASE PROVIDE DETAILS	
HAS THERE BEEN ANY MEDIA COVERAGE OF THIS INCIDENT, IF SO PLEASE PROVIDE DETAILS	

Unsure whether to report an incident, read the following guidance:

[Information security \(Principle 7\) | ICO](#)

Please return completed form to casework@ico.org.uk, with 'DPA breach notification form' in the subject field or by post to: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Please note that we cannot guarantee security of forms or any attachments sent by email.

When ico receive this form, they will contact you within seven calendar days to provide:

- a case reference number; and
- information about their next steps

If you need any help in completing this form, please contact our helpline on 0303 123 1113 or 01625 545745 (operates 9am to 5pm Monday to Friday)