Privacy breach report form

FORM TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Name _____ Role _____ Date _____

* Required

Contain the breach first if you can, such as recalling an email or changing a password, then report it straight away.

Date found *

_____

Data involved *

- [ ] Names and contact details
- [ ] Identity documents
- [ ] Financial details
- [ ] Credit information
- [ ] Loan documents
- [ ] Other

Clients affected *

_____

How it happened *

Has it been contained? *

- [ ] Yes
- [ ] No

Likely to cause serious harm? *

The privacy officer decides whether it must be notified.

- ○ Yes
- ○ No
- ○ Unsure

Actions taken *

Signature *

This report is true to the best of my knowledge.

Signature _____ Name _____ Date _____

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____