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| FORM FOR REPORTING A SUSPECTED DATA SECURITY BREACH |
| Your Name: PC Name: (e.g. COTxxxx) | Department:  |
|       |       |
| Today’s Date:  | Tel No:  | E-mail Address:  |
|  |  |       |

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| Date of Incident: | Time of Incident: |
|  |  |
| Who Was Notified: | Time of Notification: |
|  |  |
| **Brief Description of Incident: (include website URLs, suspect name(s), impacted system(s), other relevant data...)** |
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| Did you witness the incident yourself? | Y**[ ]**  | N**[ ]**  |
| Did others witness the incident? (if yes, specify below) | **[ ]**  | **[ ]**  |
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| **To your knowledge was any of the following involved?** |
| Loss or theft of personal or sensitive data | **[ ]**  | Unauthorised disclosure of personal/sensitive data | **[ ]**  |
| Loss or theft of equipment on which personalOr sensitive dates is stored (i.e. laptop,Mobile, USB or paper records | **[ ]**  | Hacking | **[ ]**  |
| Unauthorised use of, access to or modification of personal data or information systems | **[ ]**  | Attempts to gain unauthorised access to information or IT systems | **[ ]**  |
| Attempts to gain unauthorised access to information or IT systems | **[ ]**  | Virus | **[ ]**  |
| Human error | **[ ]**  | Other (specify below) | **[ ]**  |
| Internet download | **[ ]**  |  |  |
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| To your knowledge, was any RCOT Internal or Confidential information compromised? | Y**[ ]**  | N**[ ]**  |
| Did you report this incident to the Data Protection Officer: Trevor White020 7450 2326  | **[ ]**  | **[ ]**  |
| gdpr@rcot.co.uk  |
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| Signed By:  | Date: | Reviewed By: | Date: |
|       |       |       |       |