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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: | | | |
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| Who Was Notified: | | Time of Notification: | | | |
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| **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 personal  Or 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 |  |  | | |  |
|  |  |  | | |  |
| To your knowledge, was any RCOT Internal or Confidential information compromised? | | | Y | N | |
| Did you report this incident to the Data Protection Officer:  Trevor White  020 7450 2326 | | |  |  | |
| [gdpr@rcot.co.uk](mailto:gdpr@rcot.co.uk) | | | | | |
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| Signed By: | Date: | Reviewed By: | Date: |
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