### Data Protection Breach Evaluation Form

If you become aware of a personal data breach, please complete the “Responses” column below and send the form to the Data Protection Officer at [data.protection@hud.ac.uk](mailto:data.protection@hud.ac.uk)

The Data Protection Champion for your School or Service will be able to assist you with completing the form.

Name of person completing the form: …………..………………………………………….

School/Service: ……………………………………………………….

Date form submitted: …………………………………………………………….

|  |  |  |
| --- | --- | --- |
| **Questions** | **Responses (to be completed as far as possible by person reporting the breach** | **Action (to be completed by DPO)** |
| What is the breach? | Unauthorised disclosure |  |
| When did the breach take place? |  |  |
| What is the data? |  |  |
| Please describe what happened |  |  |
| How did the breach occur? |  |  |
| How many people are affected? Who are they? (i.e. staff, students, others) |  |  |
| If the data has been lost or stolen, can the data be replaced? | Choose an item. |  |
| What is being done to limit the harm caused by the breach? |  |  |
| Do you have any reason to suspect that the data subjects are particularly vulnerable? |  |  |
| Has this happened before in your School/Service? |  |  |
| Is there reason to suspect that the recipient of the data will misuse it? |  |  |
| Have you any suggestions on how future breaches of this nature could be prevented? |  |  |
| If the breach was caused by human error, has the individual completed the Data Protection Training? |  |  |
| Date training completed |  |  |