

**Report of a Personal Data Breach at UWL**

Use this form to report any breach or suspected breach of personal data either at UWL or at a Data Processor operating under UWL’s direction. See the [Data Breach notification process](https://www.uwl.ac.uk/sites/default/files/Departments/About-us/Web/PDF/policies/data-breach-notification-process.pdf) for more details.

The report should be made as soon as possible after discovery of a breach. If more time is needed to gather information, a partial report should be submitted, then updates can be sent as they become available.

The report should be submitted to the Information Security Manager, or in his or her absence to the Deputy Director of IT Services.

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| **Who is reporting the breach?** | **Who discovered the breach?** |
| **Name:** |  | **Name** |  |
| **Organization:** |  | **Organization** |  |
| **Email:** |  | **Email** |  |
| **Telephone** |  | **Telephone** |  |
| **Date of Report** |  | **Date of Discovery** |  |

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| **What kind of breach was it?** |
| [ ]  Data was disclosed to an unauthorized person (Breach of Confidentiality)[ ]  Data was accessed by an unauthorized person (Breach of Confidentiality)[ ]  Data was altered. (Breach of Integrity).[ ]  Data was lost. (Breach of Availability).[ ]  Data was destroyed. (Breach of Availability). |

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| **Describe in detail the nature of the security incident and data breach** |
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| **If confidentiality was breached, if possible identify the unauthorised persons.***If they deliberately accessed the data, what do you believe their intentions to be?* |
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| **What data was compromised?***Include an assessment of the type, sensitivity, and volume of data involved.* |
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| **Which data subjects have been affected?***Include any special characteristics of the subjects. For example, are any children or vulnerable persons affected?*  |
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| **What are the possible consequences for the data subjects as a result of the breach?**Include an assessment of the severity and permanence of such consequences |
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| **What do you plan to do to mitigate the consequences of the breach?** |
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| **What is the status of our mitigations?** *Were they put into place? Did they succeed? What else is planned?* |
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# ASSESSMENT AND DECISION

# *To be completed by Data Protection Officer and Information Security Manager*

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| **What is your assessment of the risk to the rights and freedoms of natural persons?**  |
| [ ]  *Unlikely to result in a risk to the rights and freedoms of natural persons*[ ]  *Likely to result in a risk to the rights and freedoms of natural persons*[ ]  *Likely to result in a high risk to the rights and freedoms of natural persons**Justification of decision:* |

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| **What notifications should be made?**  |
| [ ]  *Notification to ICO*[ ]  *Notification to data subjects*[ ]  *No notifications required* |

# APPROVAL

I agree with the assessment of risk to the data subjects above and authorise the indicated notifications to be made.

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| University Secretary & Chief Compliance Officer (or other Executive Officer) |
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| Signature | Print Name | Date |

**TIMELINE OF BREACH:**

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| **Stage**  | **Date**  | **Time**  |
| Initial report of security incident   |   |   |
| When did UWL (or the 3rd party processor) have a reasonable degree of certainty that the incident had led to personal data being compromised?  |   |   |
| If a 3rd party processor discovered the breach, when did they inform UWL?  |   |   |
| When was the notification decision made?   |   |   |

*If it was determined that notifications were necessary, record their timelines below:*

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| Initial ICO notification   |   |   |
| ICO notification updates   |   |   |
| Link to copies of ICO notification   |   |
| Data subject notifications   |   |   |
| Link to copies of data subject notification   |   |