**Completion notes for St. Andrew’s Methodist Church Data Breach Incident Form**

(complete all sections, except those shown in red)

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| **Data Breach No:** | To be supplied by the Data Processor or Managing Trustees |
| **Data Holder:** |  |
| **Date & Time of Breach:** | Approximate time if unknown |
| **Date & Time Breach discovered:** |  |
| **Date & Time Breach reported:** |  |
| **Breach reported to whom:** | To the Managing Trustees or the Data Processor |
| **Source of Breach:** | The File, Document or other (computer, mobile phone, extract from file or Document) which contained the Data which was compromised |
| **What the Source was used for:** | Use of the Data at the time of loss |
| **Type of Breach, and how breached:** | e.g. loss of Personal Data (e.g. misplaced USB stick);  unauthorised access or disclosure or other breach of security (e.g. sending email to incorrect recipient);  loss of confidentiality by telling unauthorized person data;  integrity (e.g. unauthorised person amending personal information) |
| **Description:** | e.g. theft, or loss of, or unattended, document/file/computer/mobile phone, protected or unprotected Data sent to unauthorized person  unprotected Data viewed by unauthorized person  unprotected Data sent by email or posted  whether protected or unprotected |
| **How you became aware:** | How/why you realized the breach had occurred |
| **No of people affected: (**if less than all please complete overleaf**)** | Insert ‘All’ if whole list compromised, or the number affected otherwise |
| **Categories of Data breached:** | e.g. Address, Tel No, email address, family associations, age, d-o-b, etc. |
| **Consequences of Breach:** | e.g. Disclosure to unauthorized person |
| **Remedial Action taken:** | e.g. 1. Attempt to retrieve lost or mislaid Data;  2. Request unauthorized recipient to return (or destroy) and not read the Data received, and report when having done so |
| **Date Subject(s) informed:** | To be completed by the Managing Trustees or Data Processor (see rear of Form and any Continuation Form): enter start & end dates if multiple |
| **Data Controller informed:** | To be completed by the Managing Trustees or Data Processor |
| **Comments and steps for future security:** | To be completed by the Managing Trustees or Data Processor |

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| **Rear of sheet and Continuation Sheet** | |
| **Data Subject’s Name:** | Everyone affected by the Breach if less than all the names on the Source.  (Otherwise, if ‘All’ only: to be completed by the Managing Trustees or Data Processor) |
| **Categories of Data breached:** | As above, applicable to each person affected (a single “ may be used where accurate only) |
| **Date Subject Informed:** | To be completed by the Managing Trustees or Data Processor |

Note: All areas for entering Data are expandable when entering Data; please ignore that page headings may move.

**St. Andrew’s Methodist Church: Data Breach Incident Form**

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| **Data holder:** |  |
| **Date & Time of Breach:** |  |
| **Date & Time Breach discovered:** |  |
| **Date Breach reported:** |  |
| **Breach reported to whom:** |  |
| **Source of Breach:** |  |
| **What the Source was used for:** |  |
| **Type of Breach, and how breached:** |  |
| **Description:** |  |
| **How you became aware:** |  |
| **No of people affected:**  **(**if less than ‘All’ please complete overleaf**)** |  |
| **Categories of data breached:** |  |
| **Consequences of Breach:** |  |
| **Remedial Action taken:** |  |
| **Subject(s) of Breach informed, and when:** |  |
| **Date Data Controller informed:** |  |
| **Comments, and steps for future security:** |  |

**Names of Data Subjects compromised by the Data Breach**

(For when less than the whole list of Data Subjects on the Holder’s document has been compromised)

If further sheets might be required, please copy these last 2 pages and attach as many times as required before starting, i.e. when blank - (unused sheets may be deleted later)

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| **Data Subject’s Name** | **Categories of data breached**  (Name, Address, email address, Tel No, family associations, Age, d-o-b, etc.) | **Date Informed** |
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**Names of Data Subjects compromised by the Data Breach**

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| **Data Subject’s Name** | **Categories of data breached**  (Name, Address, email address, Tel No, family associations, Age, d-o-b, etc.) | **Date Informed** |
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