

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

(complete all sections, except those shown in red)

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 <u>less than all</u> 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

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 <u>accurate only</u>)
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

Data holder:	
Date & Time of Breach:	
Date & Time Breach <u>discovered</u>:	
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)

[illegible]

Names of Data Subjects compromised by the Data Breach

[illegible]