

Data Breach Report Form



Name and Address Of School:

Name and contact details of designated contact within the School:

Name and contact details of Data Protection Officer:

David Coleman

Mercer's Wood Academy, Gainsborough, Lincolnshire, DN21 2PD

David.coleman@talloaksacademy.co.uk

01427 612572

Date Of Report:

Summary Of The Breach

When, what, who summary of incident etc.

Data Type And Individuals Affected

Title or name of the document/s: What personal information is included – Name: Address; DoB, Bank account details, description of information about an individual (health issues; case hearing notes/decisions etc.)

Effects Of The Breach



Actions Taken

Has information been retrieved? When? Has loss been contained? E.g. all emails deleted.

Data Protection Measures In Place

(communication, secure storage, sharing and exchange)

Any Other Relevant Information/Status

Has there been a breach of policy?

Has appropriate management action been taken?

Status