[Place school logo here   
before supplying the   
document to the school]

**Internal Breach Record**

Personal Data Security Log

|  |  |
| --- | --- |
| School Name | [Insert Full School Name] |
| ICO Registration Number | [Insert ICO Registration Number] |

|  |  |
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| School supported by: | **GDPR DPO Service** provided by The ICT Service  **[dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)** | **0300 300 0000**  [**www.theictservice.org.uk/gdpr-dpo-service**](http://www.theictservice.org.uk/gdpr-dpo-service)  Training available upon request |

**Nb. ‘Nature of breach’ options** – pick from: *Disclosed in error, Lost data/hardware, Lost in transit, Non-secure disposal, Stolen data/hardware, Technical/procedural failure, Unauthorised access, Other, or n/a*.

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| **No.** | **Your ref.** | **Details of breach** | | | | | | **Consequences of breach** | **Measures taken / to be taken** | | | |
| **Date of breach** | **No. people affected** | **Nature of breach (choose most relevant from above)** | **Description of Breach** | **How you became aware of breach** | **Description of data** | **All individuals informed?** | **Remedial action** | **Other regulators informed** | **When did you first notify the ICO of the breach?** |
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