**Data breach notification form**

This form is for staff/members/volunteers to report a breach of personal information to the Data Protection Team at CHQ. Please complete the form and return it to the Data Protection team at dataprotection@girlguiding.org.uk immediately.

|  |  |
| --- | --- |
| Name of Person reporting incident  |  |
| Phone Number  |  |
| Unit Name or Staff Department |  |
| Membership Number |  |

Please fill out the boxes below if different from above.

|  |  |
| --- | --- |
| Name of Person(s) responsible for breach  |  |
| Unit Name or Staff Department |  |
| Membership Number  |  |

Please fill out all the fields below.

|  |  |
| --- | --- |
| What date(s) did the breach occur?  |  |
| What date was the breach discovered? |  |
| Briefly describe the breach* How did it occur?
* Media coverage
* Police involvement (crime number if applicable)
* Systems affected (GO / Payroll / Finance)
 |  |
| Has any personal data been disclosed?Please give details. Examples include names, contact details, and health information. |  |
| How many people have been affected? |  |
| Did it contain children’s data?In this instance, children are those under 18. |  |
| What steps have you taken to minimize the effect /risk?Please give details. |  |
| Have the individuals been informed?If they haven’t please contact us for guidance. |  |