

**LEGALLY PRIVILEGED AND CONFIDENTIAL**

**DATA PROTECTION INCIDENT REPORT**

*To be completed by the Information Owner or their nominee and sent to the Records Management Office.* ***Please note that any emails or other documents prepared in connection with this incident must be headed LEGALLY PRIVILEGED AND CONFIDENTIAL. Circulation of such documents must be restricted to those directly involved in investigating the incident. Please do not reference any data subjects by name in this report.***

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| Report completed by *[name, job title]* |  |
| Faculty/School/Unit |  |
| Tel |  |
| Date of report  |  |

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| 1 Description of data lost, stolen, released or corrupted *[include examples of type of data and volumes of records affected]* |
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| 2 Circumstances of the loss, theft, release or corruption *[include timing of events; location; IT hardware and applications involved; details of actions taken to date eg anyone who has been contacted in relation to the incident]* DO NOT CONTACT INDIVIDUALS WHOSE PERSONAL DATA HAS BEEN COMPROMISED UNTIL ADVISED BY THE RECORDS MANAGEMENT OFFICE |
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| 3 Details of any other regulatory body or collaborative partner who may need to be informed *[eg UoM Research Office, NHS partners]* |
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| 4 Assessment of any related policies, procedures or guidance which have been breached or wider issues *[provide copies of any local guidelines or procedures which have not been followed]* |
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| 5 Remedial action taken or recommended to prevent a further occurrence eg has the data custodian completed the University’s Protecting Information course? *[include name of action owner and target dates for completion where appropriate]* |
| Reason for incident: |
| Prevention options to be considered: | Target date and action owner |
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| 6 Review of incident handling and actions required *[what could be improved eg communication, speed of response]* |
| Improvements to be considered: | Target date and action owner |
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