

Document Identifier: Data Breach Incident Form

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Document Title:	Data Breach Incident Form
Description:	(ref MIE Data Breach Policy and Procedures) to be completed in the case of a data breach within MIE
Author (Position):	Data Protection Officer
Version:	1
Approved By:	Governing Body
Policy Approval Date:	January 2021
Date of Next Policy Review:	January 2024 (or as necessary)

Data Breach Incident Form

DPO/INVESTIGATOR DETAILS:			
NAME:		POSITION:	
DATE:		TIME:	
TELEPHONE:		EMAIL:	
INCIDENT INFORMATION:			
DATE & TIME / PERIOD OF BREACH:			
DESCRIPTION & NATURE OF BREACH:			
TYPE OF BREACH:			
CATEGORIES OF DATA SUBJECTS AFFECTED:			
CATEGORIES OF PERSONAL DATA RECORDS CONCERNED:			
NO. OF DATA SUBJECTS AFFECTED:		NO. OF RECORDS INVOLVED:	
IMMEDIATE ACTION TAKEN TO CONTAIN/MITIGATE BREACH:			
STAFF INVOLVED IN BREACH:			
PROCEDURES INVOLVED IN BREACH:			
THIRD PARTIES INVOLVED IN BREACH:			
BREACH NOTIFICATIONS:			
WAS THE DATA PROTECTION COMMISSION NOTIFIED OF THE INCIDENT?	YES	NO	
<ul style="list-style-type: none"> IF '<u>NO</u>', PROVIDE REASON(S) WHY: 			

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IF 'YES', WAS THE NOTIFICATION MADE WITHIN 72 HOURS?	YES	NO
<ul style="list-style-type: none"> IF <u>NOT WITHIN 72 HOURS</u>, PROVIDE REASON(S) FOR THE DELAY IN NOTIFICATION: 		
WAS THE FOLLOWING INFORMATION PROVIDED? (if applicable)	YES	NO
<i>a description of the nature of the personal data breach</i>		
<i>the categories and approximate number of data subjects affected</i>		
<i>the categories and approximate number of personal data records concerned</i>		
<i>the name and contact details of the Data Protection Officer and/or any other relevant point of contact (for obtaining further information)</i>		
<i>a description of the likely consequences of the personal data breach</i>		
<i>a description of the measures taken, or proposed to be taken, to address the personal data breach (including measures to mitigate possible adverse effects)</i>		
HAVE AFFECTED DATA SUBJECT(S) BEEN NOTIFIED OF THE INCIDENT?	YES	NO
<ul style="list-style-type: none"> IF 'NO', PROVIDE REASON(S) WHY: 		
IS NOTIFICATION TO OTHER EXTERNAL REGULATORS / STAKEHOLDERS (eg GARDAÍ) REQUIRED?	YES	NO
<ul style="list-style-type: none"> IF 'YES', PROVIDE DETAILS. 		
INVESTIGATION INFORMATION & OUTCOME ACTIONS:		
DETAILS OF INCIDENT INVESTIGATION:		
PROCEDURE(S) REVISED DUE TO BREACH: (if applicable)		
STAFF TRAINING PROVIDED: (if applicable)		

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DETAILS OF ACTIONS TAKEN AND INVESTIGATION OUTCOMES:				
HAVE THE MITIGATING ACTIONS PREVENTED RECURRENCE OF THE BREACH?			YES	NO
<ul style="list-style-type: none"> IF 'YES', GIVE DETAILS: 				
WERE APPROPRIATE TECHNICAL AND ORGANISATION SECURITY MEASURES IN PLACE TO SAFEGUARD THE DATA PRIOR TO THE BREACH?			YES	NO
<ul style="list-style-type: none"> IF 'YES', DESCRIBE MEASURES: 				
<ul style="list-style-type: none"> IF "NO", PROVIDE DETAILS: 				
INVESTIGATOR:		SIGNED:		
AUTHORISED BY:		DATE:		