**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](mailto: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. |  |