

DDO/Compliance Officer/Investigator Details:			
Name:		Position:	
Date:		Time:	
Tel:		Email:	
Incident Information:			
Date/Time or 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 Supervisory Authority Notified?			Yes/No
If Yes, Was This Within 72 Hours?			Yes/No/Na
<i>If no to the above, provide reason(s) for delay</i>			

Was the Below Information Provided? <i>(If Applicable)</i>			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 its possible adverse effects)</i>				
Was Notification Provided to Data Subject?			YES/NO	
Investigation Information & Outcome Actions:				
Details of Incident Investigation:				
Procedure(S) Revised Due to Breach:				
Staff Training Provided: <i>(If Applicable)</i>				
Details of Actions Taken and Investigation Outcomes:				

Have the Mitigating Actions Prevented the Breach from Occurring Again? (Describe)

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Were Appropriate Technical Measures in Place?

YES/NO

If yes to the above, describe measures

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Investigator Signature: _____

Date: _____

Investigator Name: _____

Authorised by: _____