

Data Breach Report

Section 1: Person reporting breach to complete

Date of breach (when did the breach occur?):

Name of person who caused breach (if known):

Name of recipient/s (who received access to the data but shouldn't have?):

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.....

Description of breach (how did the data breach occur?):

.....
.....

Report date (today's date):

Notified by (your name):

Section 2: College Privacy Officer (or appointed delegate) to complete

Type of Breach (circle relevant): Unauthorised access

Unauthorised disclosure

Loss

Details recorded in Register of Data Breaches:

Action/s (details of action/s undertaken to remedy the breach):

.....
.....

Date action/s undertaken: