



Thomas Telford School

QUALITY THROUGH COOPERATION

Data Breach Notification Form

When did the breach occur (or become known)?	
Who was involved in the school?	
Who was this reported to?	
Date and time it was reported:	
Date and time Data Protection Officer notified:	
A description of the nature of the breach. This must include the type of information that was lost, e.g. name, address, medical information, NI numbers	
The categories of personal data affected – electronic, hard copy etc.	
Approximate number of data subjects Affected:	
Approximate number of personal data records affected:	
Name and contact details of the Data Protection Officer / GDPR Owner:	
Consequences of the breach. What are the potential risks?	
Any measures taken to address the breach. What actions and timeline have been identified?	
Any additional information relating to the data breach:	

Print Name: _____

Signed: _____ **Date:** _____