



**Data Breach Incident Notification Form**

*This form should be completed by the person who identified the incident and sent to* [data.protection@diocesehn.org.uk](mailto:data.protection@diocesehn.org.uk)

# Details of person reporting the incident

|  |  |
| --- | --- |
| Name |  |
| Surname |  |
| Department/parish |  |
| Tel no |  |
| Email |  |

# Incident details

|  |  |  |
| --- | --- | --- |
| Date of incident |  | |
| Date the incident was reported to the Diocese |  | |
| How you became aware of the incident |  | |
| Full description of incident and details of the information lost/compromised |  | |
| Categories of personal data included in the incident if known  *(tick all that apply)* | Basic personal identifiers, e.g. name, contact details |  |
| Identification data, e.g. usernames, passwords |  |
| Religious or philosophical beliefs |  |
| Trade union membership |  |
| Sex life data |  |
| Sexual orientation data |  |
| Gender reassignment data |  |
| Health data |  |
| Data revealing racial or ethnic origin |  |
| Political opinions |  |
| Economic and financial data, e.g. bank details |  |
| Official documents, e.g. driving licenses |  |
| Location data |  |
| Genetic or biometric data |  |
| Criminal convictions, offences |  |
| Not yet known |  |
| Other (please give details below) |  |
|  |  |
| Number of affected people if known |  | |
| Explain any remedial action already taken |  | |
| Have the individual data subjects been informed of the incident? |  | |
| Any other comments |  | |

The information you have provided on this form will be stored and used by the Diocese of Hexham and Newcastle only for purposes relating to breach incident procedures. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at [www.rcdhn.org.uk/dataprotection/dataprotection.php](http://www.rcdhn.org.uk/dataprotection/dataprotection.php) or by request on 0191 2433317 or at [data.protection@diocesehn.org.uk](mailto:data.protection@diocesehn.org.uk)

FOR OFFICIAL USE ONLY

|  |  |
| --- | --- |
| Incident ID |  |
| Received by |  |
| Date received |  |
| Time received |  |
| Actioned by |  |
| Actioned date |  |