



CPRE Sussex Data Breach Report

Full name of person reporting incident:	
Type of breach: is this a near miss or actual breach?	
Time and date reported:	
Name of person investigating breach:	
Nature of the Incident: time and date of breach. Type and volume of data involved, identity of data subjects.	
Extent of breach: the sensitivity of data involved – does it involve personal information?	



Actions to contain the breach and recover the information:	
Assess the on-going risk and actions required to prevent a recurrence of the incident: see escalation below. Is a full investigation required? Is the breach 'likely to result in a high risk to the rights and freedoms of the data subject?' Is it, therefore, necessary to report the breach to the Information Commissioner's Officer or data subject?	
Procedure and Escalation: If the breach is considered serious and/or involving the loss of personal information, the Chair of Trustees may immediately report the incident to the other Trustees and it may be necessary to notify the Charity Commission under the Serious Incident Reporting Policy and the Information Commissioner's Office.	
Date reported to the Chair of Trustees:	