

DATA PROTECTION - BREACH NOTIFICATION FORM

If you think that there has been a breach of the Data Protection Act, this form should be used. Please note that it is to be sent as quickly as possible after the breach comes to your attention to the Presbytery Clerk and the Data Protection Officer (DPO) at LAWDEPT@churchofscotland.org.uk or Privacy@churchofscotland.org.uk or directly to Alice.Wilson@churchofscotland.org.uk

	Report by:	Name: Click or tap here to enter text. Role: Click or tap here to enter text. Congregation/Presbytery: Click or tap here to enter text. Date: Click or tap here to enter text.
1	Summary of event and circumstances	Who, what, when, where etc. Click or tap here to enter text.
2	Type and amount of personal data	Title of record(s) – what information is included – for example name, contact details, financial data, special category data ¹ Click or tap here to enter text.
3	Action taken by recipient	Click or tap here to enter text.
4	Action taken to retrieve data and respond to incident	Click or tap here to enter text.
5	Procedure/policy in place to minimise risk	For example, Data Protection Policy, Information Security Policy, procedures specific to work Click or tap here to enter text.
6	Breach of policy/procedures?	Has there been a breach of policy and had appropriate management action been taken? Click or tap here to enter text.
7	Complaint received?	Have you received any communication from data subject(s) about this incident? Click or tap here to enter text.
8	Have the police been informed?	Click or tap here to enter text.
9	Details of data protection training provided	Date of most recent training by staff involved Click or tap here to enter text.

¹ Special category data is: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, biometric data, genetic data, health data, sex life or sexual orientation. Criminal allegations and convictions are no longer special category data but should be handled just as sensitively as special category data.