**Data breach notification**

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

If you have a concern that your own, or someone else’s personal data has been mis-used, incorrectly disclosed or accessed or otherwise processed in breach of our Data Protection Policy and relevant legislation, please tell us about it using the form below.

Please tell us about your concerns as soon as possible in order that we can take action to minimise any damage caused by a data breach and that we can notify all relevant parties.

|  |  |
| --- | --- |
| 1. **Summary of incident**   **In the space below, please outline the nature of the breach you are reporting, including, but not necessarily limited to, the specific information listed below:** | |
| Date and time of incident |  |
| How has the breach affected you? |  |
| Are other individuals likely to have also been affected? |  |
| Nature of breach – e.g. theft, wrongly addressed mail, technical problems |  |
| How did you become aware of the breach? |  |
| 1. **Personal data**   **In the space below please provide a description of the personal data involved** | |
| 1. **Remedial action** | |
| Have you reported this breach to us before? |  |
| Have you reported this breach to any other organisation or individual? |  |
| 1. **Contacts** | |
| Your name and contact details |  |
| Date |  |

A completed version of this form should be sent to the Data Protection Officer at [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk)

**What happens next:**

We will assess the information you have provided and determine whether a breach has occurred and, if so, we will notify the Information Commissioner, if appropriate.

If a breach is established we will review the matter internally and establish remedial steps to ensure that any damage caused by the breach is minimised and to seek to ensure that a similar breach doesn’t happen in the future.

We will contact you to acknowledge receipt of this form and to outline to you how we are dealing with this matter and when you will hear from us again.