



Hope Academy

A joint Catholic & Church of England Academy

Suspected Data Breach Reporting Form

RESPECT

COURAGE

AMBITION

HOPE

Suspected Data Breach

Reporting a suspected data breach

If you suspect that there has been a data breach, you must report this to the DPO as soon as possible. We have a duty to report all breaches to the ico within 72 hours.

In order to respond to the suspected breach, please complete the below form and send it to the DPO:

Name: Mr Christopher James

Office: GM Offices

Ext: 1140

Email: christopher.james@hopeacademy.org.uk

dataprotection@hopeacademy.org.uk

Your details:

Name:	
Contact Number:	
Email:	
Today's Date:	

Incident details:

Date of incident:		Time of incident:	
Who was notified:		Time of notification:	
Brief description of incident: (include website URL, suspect name(s), impacted system(s) and any other information you think may be relevant.)			

Did you witness the incident:	YES / NO
Did other witness the incident:	YES / NO
If others witnessed please specify who:	
To your knowledge were any of the following involved?	
Telephone Fax Photocopier Computer Hardware Email Internet download Virus	Theft Fraud Unauthorised access Customers Third parties Other (Please Specify)
State any academy internal or confidential information that may have been compromised	
Did you report the incident to anyone?	YES / NO
Please specify who:	
PLEASE SEND THIS TO THE DPO AS SOON AS POSSIBLE USING THE DETAILS ABOVE	



DPO Use Only:

Date Received:	
Time Received:	
DPO Name:	

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