**DATA BREACH REPORT FORM**

If you know or suspect a data breach has occurred, please:

• complete this form, and

• email it to MFS.GDPR@Marshallweb.co.uk, ensuring you mark your email as urgent

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| Name and contact details of person notifying the actual or suspected breach | *[Insert name and contact details]*  If you wish to submit an anonymous report, leave this section blank. |
| Dept/manager | *[Insert department from which the report emanated and the relevant manager]* |
| Type of data breached Give details of the type of Data that has been breached. | *Date of actual or suspected breach [Insert date]* |
| Date of discovery of actual or suspected breach | *[Insert date]* |
| Date of this report | *[Insert date]* |
| Summary of the facts | *[Provide as much information as possible — including the amount, sensitivity and type of data involved]* |
| Cause of the actual or suspected breach | *[Provide a detailed account of what happened]* |
| Is the actual or suspected breach ongoing? | *[Yes OR No]* |
| Who is or could be affected by the actual or suspected breach? | *[Include details of categories and approximate number of individuals concerned]*  *Do not notify affected individual. The data breach team will determine who should be notified and how.* |
| Are you aware of any related or other breaches? | *[Yes OR No]*  *[If yes, provide more details]* |