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| **1. About the incident** | |
| **Date and time of incident** |  |
| **Where did the incident occur?** |  |
| **Date (and time where possible) of notification to the organisation**  *If there was any delay in reporting the incident, please explain why this was* |  |
| **Who notified us of the incident?** |  |
| **Describe the incident in as much detail as possible, including dates, what happened, when, how and why?**  *Do not include names of data subject(s). Staff names can be included.* |  |
| **2. Recovery of the data** | |
| **What have you done to contain the incident?**  *e.g. limiting the initial damage, notifying the police of theft, providing support to affected data subjects* |  |
| **Please provide details of how you have recovered or attempted to recover the data, and when**  *Consider collecting the lost data, rather than relying on an unintended recipient to dispose of it* |  |
| **3. About the affected people (the data subjects)** | |
| **How many individuals’ data has been disclosed?** |  |
| **Are the affected individuals aware of the incident, and if so, what was their reaction?** |  |
| **When and how were they made aware / informed?** |  |
| **Have any of the affected individuals made a complaint about the incident?** |  |
| **Are there any potential consequences and / or adverse effects on the individuals? What steps have been taken / planned to mitigate the effect?** |  |
| **Your name and contact details:** |  |

Please send completed forms to [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) within **24-hours** of the incident being identified.