University of Exeter Data Breach Reporting form.v1

All Data Security Incidents and Breaches should be reported to SID on 0300 555 0444.

Once you have notified SID of the incident/breach please complete this form and send it to information-security@exeter.ac.uk. More information about the breach reporting process can be found on our web pages: <http://www.exeter.ac.uk/ig/breach-reporting/>.

# SID call reference or Crime Reference Number

What is the nature of the incident / breach?
*(This information should be as detailed as possible covering what has happened e.g.* theft/unauthorised access)

# How did the incident / breach occur?

What type of Data is involved?*(The individual data fields should be identified e.g. name, address, bank account number, commercially sensitive contracts)*

# How many individuals or records are involved?

If the incident / breach involved personal data, who are the individuals?*(Students, staff, research participants etc)*

# What has happened to the data?

Provide details of the timeline of events
*(when did the breach occur, when was it detected, who detected the breach, when was the breach isolated? Etc)*

Were there any protections in place?
*(e.g. Encryption)*

# What are the potential adverse consequences for individuals or the University and how serious or substantial are they and how likely are they to occur?

# What could the data tell a third party about an individual, what harm could this cause?

# What commercial value does the information have?

# What processes/systems are affected and how?

(e.g. web page taken off line, access to database restricted)

# What changes to the affected processes/systems could be made to reduce the likelihood of a similar incident occurring in the future?

# What steps have been taken to implement mitigating factors?

# What additional steps are planned to further implement mitigating factors?