# Data Incident Report Form

**Please act promptly to report any data incidents in accordance with the Data Incident Procedure. If you discover a data breach or suspect a data breach has occurred, please immediately notify your line manager and send this completed form to the data breach mailbox:** [**data.incident@socialworkengland.org.uk**](mailto:data.incident@socialworkengland.org.uk) **(this will notify the data protection/information governance team, and the IT team).**

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| **Section 1: Notification of Data Incident** | **To be completed by person reporting incident** |
| **Date incident was discovered:** |  |
| **Date(s) of incident (including suspected incidents):** |  |
| **Place of incident:** |  |
| **Name and position of person reporting incident:** |  |
| **Contact details of person reporting incident (email address, telephone number):** |  |
| **Brief description of incident or details of the information lost or compromised:** |  |
| **Number of Data Subjects affected, if known:** |  |
| **Nature of data involved - please provide a list of data elements (e.g. name, address, date of birth) including any special categories1 of data:** |  |
| **Brief description of any action taken at the time of discovery:** |  |
| **For use by the Data Protection Officer** |  |
| **Received by:** |  |
| **On (date):** |  |
| **Incident Number ascribed:** |  |
| **Forwarded for action to:** |  |
| **On (date):** |  |