PERSONAL DATA BREACH INCIDENT FORM

If you discover a data security breach, please notify the Practice Data Protection Officer (**DPO**) immediately. Please complete this form and return it to the DPO as soon as possible.

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| **Part A – Information to be completed by staff reporting the incident** | |
| **Full name** |  |
| **Position** |  |
| **Contact Number** |  |

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| **Details of the incident** | |
| *Date, time, duration and location of the breach.* |  |
| *How was the breach discovered?* |  |
| *Description of the incident, including what Practice systems may be affected.* |  |
| *Cause of the breach (if known?)* |  |
| *Was any other staff member, patient or other person notified or witnessed the incident at the time?* |  |

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| **Signature:** |  |
| **Date:** |  |

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| **Part B – Information to be completed by DPO** | |
| **Full name** |  |
| **Position** |  |
| **Contact Number** |  |

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| *Do you agree that there has been a Data Security Breach?*  *Include reasons.* |  |

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| **Details of the incident** | |
| *Who does the data breach affect? (e.g. staff, patients, the general public, HSE, any other third party).* |  |
| *Estimated number of individuals affected.* |  |
| *Description of immediate actions taken to contain the data breach.* |  |
| *Was anyone else notified of the data breach? (i.e. ODPC, HSE, Gardaí etc.)*  *Contact details and when.* |  |
| *Cause and estimated cost of the data breach (if known).*  *Financial and non-financial.* |  |
| *Has evidence been preserved? Please specify.* |  |
| *Is further investigation considered necessary and how and when will this be undertaken?* |  |
| *Have steps been taken to prevent the breach from occurring again?* |  |
| *Is there a requirement to include this breach on the next staff meeting for discussion, learnings and possible improvements?* |  |

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| **Signature:** |  |
| **Date:** |  |

*Please ensure that the DPO follows the instructions under Breach Management section of Data Protection in* ***iMedical****. It is crucial to ensure that any breach is fully assessed, contained and reported to the Office of the Data Protection Commissioner and Data Subject where necessary and appropriate.*