[Insert church name and/or logo here]

**PERSONAL DATA BREACH REPORTING FORM REF:**

|  |  |
| --- | --- |
| Date Reported |  |
| Date of Breach |  |
| Reported by |  |
| Details of the Data Breach |  |
| Effects/Impact of the Data Breach |  |
| Remedial Action Taken |  |
| Reported to ICO? | **YES / NO** If NO please give reasons why below |
|  |
| Date Incident closed |  |

|  |  |
| --- | --- |
| **Data Protection Contact/Trustee** | *Name and signature* |