

5.4d Guildford Health Walks Data Breach Notification Form (3 pages)

This form is for volunteers to report a breach of personal information to our Data Manager.

Please complete the form and return it to data@guildfordhealthwalks.org.uk immediately.

Name of person reporting the incident: _____

Please fill out the box below if different from above.

Name of person(s) responsible for the breach: _____

Please fill out all the fields below.

What date(s) did the breach occur?	
What date was the breach discovered?	
Briefly describe the breach. How did it occur?	

Data breach notification form

<p>Has any personal data been disclosed?</p> <p>Please give details. Examples include names, contact details, and health information.</p>	
<p>Has any sensitive personal data been disclosed?</p> <p>Please give details. Examples include medical or equalities monitoring information</p>	
<p>How many people have been affected?</p>	

What steps have you taken to minimize the effect /risk?

Please give details.

Have the individuals been informed?

If they haven't please email data@guildfordhealthwalks.org.uk for guidance.