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| **DATA BREACH INCIDENT REPORT FORM** | | | | | |
| Date incident occurred: |  | Date incident reported: | | |  |
| Location of incident: |  | | | | |
| Is this a notifiable data breach?\* |  | | | | |
| The breach involves: | Client data  Staff personnel data  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Type of databreach:  *(Indicate what form the data was in when the incident occurred)* | Digital – e.g. Hacking, Virus, Ransomware, file corruption, incorrect correspondence etc.  Electronics – e.g. lost laptop, phone, USB device  Verbal – e.g. information given over the phone  Paper – e.g. lost or misplaced file etc. | | | | |
| Details of incident:  *(State facts only and* ***not*** *opinions. Include details of staff involved and any contributing factors)* |  | | | | |
| **Reporter details** | | | | | |
| Name: |  | | Job title: |  | |
| Signature: |  | | Date |  | |
| **This section to be completed by ICT Manager or ICT Provider and operations manager** | | | | | |
| Incident details (*please keep additional documents this initial form).*  This should include   * Type and number of individuals involved * Types of data * Number of records concerned |  | | | | |
| Likely consequences of the breach and potential risk to the organisation and rights and freedoms of an individual.  *Refer organisation’s risk matrix (Risk management policy)* |  | | | | |
| What actions will be taken to mitigate the risks, if any: |  | | | | |
| Has ICT provider been informed? | Yes  No  N/A | | | | |
| Has the data subject been informed? Only in the instance that their rights or freedoms are likely to be at risk. | Yes  No  N/A | | | | |
| Name: |  | | | | |
| Signature: |  | | Date: |  | |

\* The Australian *Privacy Act 1988* (Cth) includes a Notifiable Data Breach (**NDB**) scheme which requires organisations to notify affected individuals and the Office of the Australian Information Commissioner (**OAIC**) of certain data breaches