

## DATA PROTECTION - BREACH NOTIFICATION FORM

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If your Congregation is concerned that there has been a data protection breach, particularly in relation to information security, this form should be used. Please note that it is to be sent to your relevant Presbytery and copied to the Church of Scotland Law Department. The Church of Scotland Law Department's email address is: [lawdept@churchofscotland.org.uk](mailto:lawdept@churchofscotland.org.uk)

### DETAILS OF INDIVIDUAL REPORTING BREACH

NAME	OFFICE	TELEPHONE NO.	EMAIL ADDRESS

### DETAILS OF RELEVANT PRESBYTERY

PRESBYTERY	PRESBYTERY CLERK

### DETAILS OF THE DATA PROTECTION BREACH

Please enter as full information as possible in relation to the incident which you believe has resulted in a data breach. Please confirm what happened and if the incident was reported to the police.

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### **PERSONAL DATA PLACED AT RISK**

Please note all personal data you believe was located on the device you believe has been compromised. Please confirm if the documentation was password protected. Please confirm if the device was encrypted. Please confirm the number of individuals affected by the breach and whether you plan to let them know.

### **CONTAINMENT AND RECOVERY**

If the matter has been reported to the police, please provide the name of the station it has been reported to, together with the Crime Office Reference Number, Incident and Reference Number and officer responsible. Please confirm if any CCTV is available. Please confirm if there are any witnesses to the incident.

### **TRAINING AND GUIDANCE**

Please confirm if your Congregation/Presbytery has participated in the training provided by the Law Department, whether by attending a seminar in person or via the online webinar. Please confirm if you are aware of the GDPR resources for Congregations.

**PREVIOUS CONTACT WITH THE ICO**

Please confirm if you have reported any breaches previously.

**MISCELLANEOUS**

Please confirm any further information which would be helpful for the Data Controller/Law Department in this respect.