

# Data Breach Reporting Form - External (FB112a)

This form is to be completed by anyone external to Northamptonshire Fire and Rescue Service for all actual or potential information data breaches. This form should be completed within four hours of the discovery of the data breach

This information is collected so that services receive the necessary support in addressing information security issues, whilst ensuring that steps are taken to protect data subjects whose information may be the subject of a breach.

Please complete as much of the form as possible. If you are unable to answer all questions please return the form with as much information as you can.

# Section 1 – General details

|  |  |
| --- | --- |
| What is the date of the incident(If date is unknown, select the date data breach was identified) |  |
| Person reporting and contact details |
| Name |  |
| Contact number |  |
| Email address |  |

# Section 2 – The incident

|  |  |
| --- | --- |
| Please provide details of the actual or potential breach of data protection |  |
| Please provide details of the information involvedWhat personal information is involved e.g. name, address medical details etc? Please provide as much detail possible – but do not include any personal and or sensitive data |  |
| What is the volume?(The number of data subjects affected) |  |
| Was the information encrypted?(If unsure, say no) | Yes |[ ]  No |[ ]
| What format is the information in? | Paper |[ ]  Electronic |[ ]  Website |[ ]
|  | Other, please state |  |
| Have the Police been notified?(You should notify the Police if you know or suspect the breach is a result of criminal activity) | Yes |[ ]  No |[ ]
| Have the data subjects been notified? | Yes |[ ]  No |[ ]

Thank you for completing this form, please email is dpo@northantsfire.gov.uk for the actual/potential data breach to be investigated.