Incident Reporting Form

Please act promptly to report any data breaches (or potential data breaches/near miss). If you discover a data breach or near miss please notify your head of department and complete and return the form below to [dataprotection@sheffield.ac.uk.](mailto:dataprotection@sheffield.ac.uk)

|  |  |
| --- | --- |
| **Description of breach:** | |
|  | |
| **Time data breach was identified and by whom:** |  |
| **Time data breach occurred and by whom:** |  |
| **Who is reporting the breach?** | |
| **Name/post/department:** |  |
| **Email address:** |  |
| **Classification of data breached (in accordance with the universities breach policy):**   1. **Public data** 2. **Internal data** 3. **Restricted Data** 4. **Confidential Data** |  |
| **Volume of data involved (number of people effected):** |  |
| **Is the breach contained or ongoing?** |  |
| **What actions are being/have been taken to recover the data?** | |
|  | |
| **Any other relevant information:** | |
|  | |

**Please email this completed form to** [**dataprotection@sheffield.ac.uk.**](mailto:dataprotection@sheffield.ac.uk)