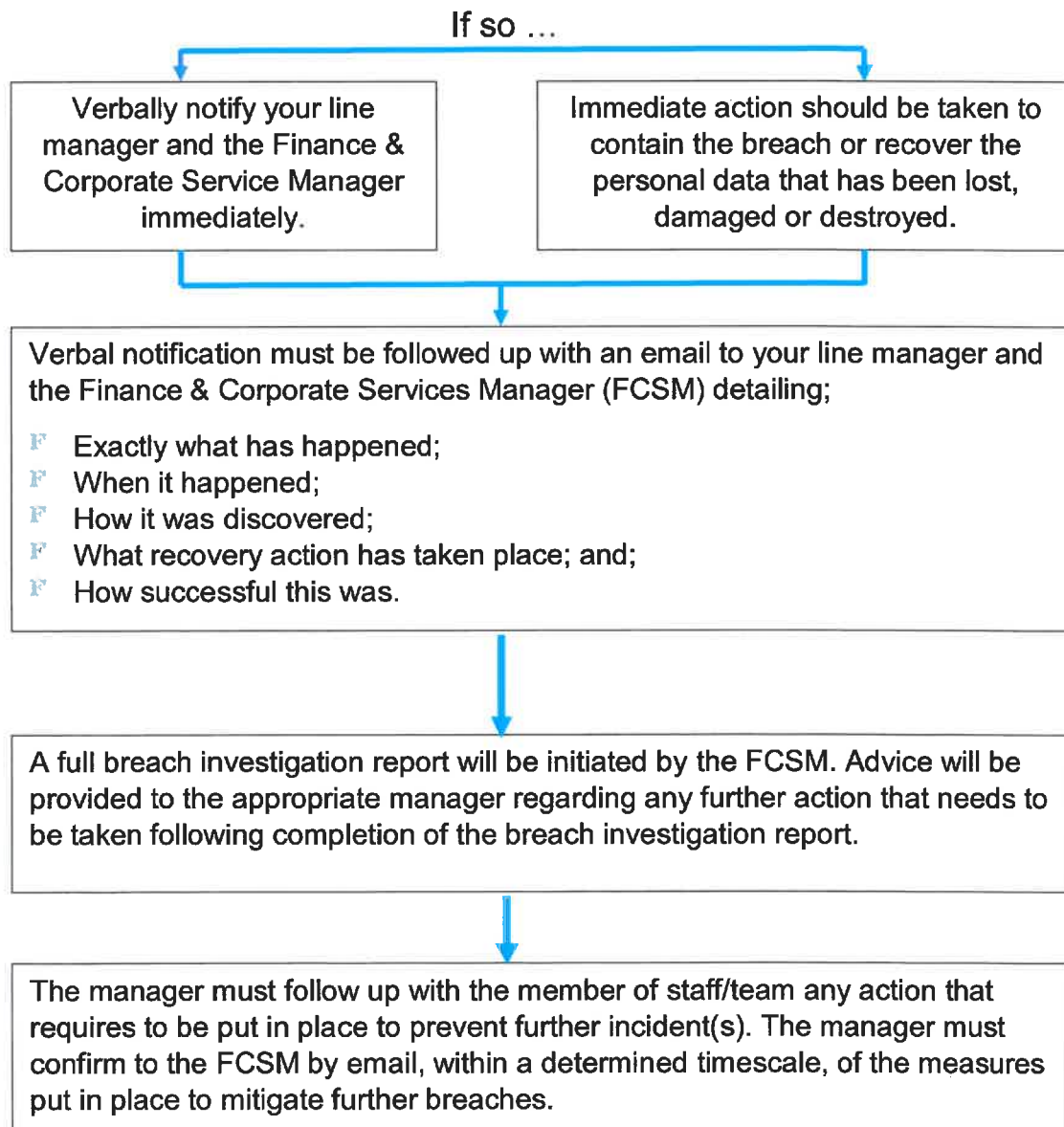


## Data Breach Procedure

- Do you think that someone's personal data has been lost, damaged or destroyed?
- Have you been notified of a potential loss of data?
- Has information been accessed by or disclosed to someone who does not have the authority to access it?



At no point should any breach go unreported.



**Reporting a potential data breach**

This form should be used to advise Corporate Services of any potential personal data breach to determine if it requires to be reported to the ICO. Please do not include any of the personal or sensitive data that may be involved in the potential breach when completing this form.

<b>FPHA Case Reference No:</b>		
<b>About the breach</b>		
Please give as much detail about the breach as possible outlining what has went wrong and how it occurred:		
Was the breach caused by a cyber incident?		
How did you find out about the breach:		
When did you discover the breach?	Date:	Time:
When did the breach happen?	Date:	Time:
Categories of personal data included in the breach (tick all that apply)		
<input type="checkbox"/>	Data revealing racial or ethnic origin	
<input type="checkbox"/>	Political opinions	
<input type="checkbox"/>	Religious or philosophical beliefs	
<input type="checkbox"/>	Trade union membership	
<input type="checkbox"/>	Sex life data	
<input type="checkbox"/>	Sexual orientation data	
<input type="checkbox"/>	Gender reassignment data	
<input type="checkbox"/>	Health data	
<input type="checkbox"/>	Basic personal identifiers, e.g. name, contact details	
<input type="checkbox"/>	Identification data, e.g. usernames, passwords	
<input type="checkbox"/>	Economic and financial data, e.g. credit card numbers, bank details	
<input type="checkbox"/>	Official documents, e.g. driving licenses	
<input type="checkbox"/>	Location data	
<input type="checkbox"/>	Genetic or biometric data	
<input type="checkbox"/>	Criminal convictions, offences	
<input type="checkbox"/>	Not yet known	
<input type="checkbox"/>	Other (please provide details below)	

Number of personal data records concerned?	
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How many data subjects could be affected?	
Categories of data subjects affected (tick all that apply)	
<input type="checkbox"/>	Employees
<input type="checkbox"/>	Tenants
<input type="checkbox"/>	Owners
<input type="checkbox"/>	Applicants or prospective customers
<input type="checkbox"/>	Users
<input type="checkbox"/>	Subscribers
<input type="checkbox"/>	Students
<input type="checkbox"/>	Children
<input type="checkbox"/>	Vulnerable adults
<input type="checkbox"/>	Not yet known
<input type="checkbox"/>	Other (please give details below)

<b>Potential consequences of the breach</b>	
Please describe the possible impact on the data subjects, as a result of the breach. Please state if there has been any actual harm to data subjects	
What is the likelihood that data subjects will experience significant consequences as a result of the breach?	
<input type="checkbox"/>	Very likely
<input type="checkbox"/>	Likely
<input type="checkbox"/>	Neutral – neither likely nor unlikely
<input type="checkbox"/>	Unlikely
<input type="checkbox"/>	Very unlikely
<input type="checkbox"/>	Not yet known (please give details below)

<b>If the incident is as a result of a cyber-incident please complete the section below</b>	
Has the confidentiality, integrity and/or availability of your information systems been affected?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know
If you answered yes, please specify (tick all that apply)	
<input type="checkbox"/>	Confidentiality
<input type="checkbox"/>	Integrity
<input type="checkbox"/>	Availability
<b>Impact on the organisation</b>	
<input type="checkbox"/>	High – you have lost the ability to provide all critical services to all users

Medium – you have lost the ability to provide a critical service to some users		
Low – there is no loss of efficiency, or a low loss of efficiency, and you can still provide all critical services to all users		
Not yet known		
<b>Recovery time</b>		
Regular – you can predict your recovery time, with existing resources		
Supplemented – you can predict your recovery time with additional resources		
Extended – you cannot predict your recovery time, and need extra resources		
Not recoverable – recovery from the incident is not possible, e.g. backups can't be restored		
Complete – recovery is complete		
Not yet known		
Has the staff member involved in this breach received data protection training in the last two years?	Yes	No
If there has been a delay in reporting this breach, please explain why:		
Describe any measures you had in place before the breach with the aim of preventing a breach of this nature		

<b>Taking action</b>
Describe the actions you have taken, or propose to take, as a result of the breach
Include, where appropriate, actions you have taken to fix the problem, and to mitigate any adverse effects, e.g. confirmed data sent in error has been destroyed, updated passwords, planning information security training.
Outline any steps you are taking to prevent a recurrence, and when you expect they will be completed.

Have you told the data subjects about the breach?	
<input type="checkbox"/>	Yes, we've told the affected data subjects
<input type="checkbox"/>	We're about to, or are in the process of telling data subjects
<input type="checkbox"/>	No, they're already aware
<input type="checkbox"/>	No, but we're planning to
<input type="checkbox"/>	No, we've decided not to
<input type="checkbox"/>	We haven't decided yet if we will tell them or not
<input type="checkbox"/>	Something else (please give details)
Have you told, or are you planning to tell any other organisations about the breach?	
E.g. the police, Scottish Housing Regulator, other regulators or supervisory authorities. In case we need to make contact with other agencies	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know
If you answered yes, please specify:	