

**ANGUS COUNCIL  
Data Breach Checklist**

<b>Directorate</b>	Choose an item.
<b>Service</b>	Choose an item.
<b>Member of staff first identifying breach</b>	
<b>Details of member of staff responsible for breach</b>	Name(s): Job Title(s): Team: Choose an item. Contact detail(s):
<b>Manager for staff responsible for breach</b>	
<b>Person completing checklist</b>	
<b>Information Officer submitting checklist</b>	
<b>Date and time of incident</b>	
<b>Date and Time form completed</b>	
<b>If reporting of breach is over 72hours please give the reason</b>	Choose an item.
<b>If other is chosen, please give an explanation</b>	

List of Data Subjects whose information has been shared inappropriately.

<b>NAME</b>	<b>ADDRESS (IF APPROPRIATE)</b>

Details of person(s) who received the information in error.

<b>NAME</b>	<b>ADDRESS/TEAM OR ORGANISATION</b>

Provide brief description of the potential data breach.

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<b>Provide in a chronological order the sequence of events leading up to the data breach and any immediate action taken.</b>	
Date/Time	

**Please choose one:**  Yes/ No/ Not Applicable

Where relevant, has e-mail trail been attached?	Choose an item.
Has Data Subject been advised of the incident?	Choose an item.
<b>Date</b> employee completed Data Protection E-Learning	
<b>Date</b> employee completed Information Governance E-Learning	
If the breached information was printed, has it been destroyed?	Choose an item.
Has the breached information been circulated more widely?	Choose an item.
If so, have all copies now been destroyed/recovered?	Choose an item.
If not, have you requested this?	Choose an item.
Did letter have Data Protection label on the seal of the envelope?	Choose an item.

**Procedures in place and suggested improvements**

Are there procedures in place to minimise the risk of this happening?		<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>
If <b>yes</b> , is there a reason they were not effective?			
If <b>no</b> , do you have any suggestions as to how to prevent this occurring again?			
<b>To be completed by Information Officer</b>			
<b>Risk Assessment</b> – consider consequences of the breach, potential risk of harm to the data subject(s) whose information has been breached.			
<b>Learning from this data breach</b> – what has been learnt from this?			
<b>Rate level of risk:</b>			
<input type="checkbox"/>	<b>LOW</b> – e.g., information received by a trusted professional/limited disclosure (first name only)		
<input type="checkbox"/>	<b>MEDIUM</b> – repeat breaches not reportable to ICO, limited information going out with the council		
<input type="checkbox"/>	<b>HIGH</b> – sensitivity of information disclosure – special category for example – health, bank details – reportable to ICO		

**ACTION PLAN – to be completed by Information Officer/Manager of person responsible for breach.**

<b>What action will be taken:</b>	<b>By Whom:</b>	<b>Timescale:</b>

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