

Appendix 1: Data Breach Report Form

If you know or suspect a personal data breach has occurred, please:

- complete this form, and
- email (data.protection@learningcurvegroup.co.uk, data.protection@LHAA.co.uk) or deliver it to the Director of Marketing & Communications ensuring you mark your email or the form as urgent.

Name and contact details of person notifying the actual or suspected breach	<i>[Insert name and contact details]</i> <i>If you wish to submit an anonymous report, leave this section blank.</i>
Dept/manager	<i>[Insert department from which the report emanated and the relevant manager]</i>
Date of actual or suspected breach	<i>[Insert date]</i>
Date of discovery of actual or suspected breach	<i>[Insert date]</i>
Date of this report	<i>[Insert date]</i>
Summary of the facts	<i>[Provide as much information as possible – including the amount, sensitivity and type of data involved]</i>
Cause of the actual or suspected breach	<i>[Provide a detailed account of what happened]</i>
Is the actual or suspected breach ongoing?	<i>[Yes OR No]</i>
Who is or could be affected by the actual or suspected breach?	<i>[Include details of categories and approximate number of data subjects concerned]</i> <i>Do not notify affected data subjects. The data breach team will determine who should be notified and how.</i>
Are you aware of any related or other data breaches?	<i>[Yes OR No]</i> <i>[If yes, provide more details]</i>

This document is issued and controlled by the Director of Performance and Delivery and can only be modified after proposed modifications have been accepted by the Company Directors.
The latest version will be maintained on the company J:Drive under Policies and Procedures.