**GDPR or DPA 2018 Personal Data Breach**

**Data Breach Form**

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

If this occurs, the Diocese may be required to report this to the regulator, the Information Commissioner. In order to assist us with our investigations, please complete the form below and forward it to the Data Protection Officer (dpo@dioceseofsalford.org.uk).

Alternatively, please telephone 0161-817 2203.

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| **Name and contact details of person reporting data breach** *(include details of volunteer status, or employment status and the Parish)* |  |
| **Date reported to Data Protection Officer** |  |
| **Date of Breach** |  |
| **How you became aware of breach** |  |
| **Description of breach***(explain type of data involved in breach)* |  |
| **Number of affected people** |  |
| **Explain remedial action** |  |
| **Have the individual data subjects been informed of the breach?** |  |
| **Any other comments** |  |