

KIRKBY MALZEARD, LAVERTON & DALLOWGILL PARISH COUNCIL

Incident Response Form

Date for Review: May 2020

If you have already spoken to a member of Kirkby Malzeard, Laverton & Dallowgill Parish Council about this breach, please give their name:

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Report Type: (Please tick one)

- ☐ Initial report
- ☐ Follow-up report

What has happened?

Please Tell us as much as you can about what happened, what went wrong and how it happened:

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.....
.....

Was the breach caused by a cyber incident?

- ☐ Yes
- ☐ No
- ☐ Don't know

How did you find out about the breach?

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.....
.....

When did you discover the breach?

Date:

Time:.....

When did the breach happen?

Date:

Time:.....

Categories of personal data included in the breach (please tick all that apply):

- ☐ Data revealing racial or ethnic origin
- ☐ Political opinions
- ☐ Religious or philosophical beliefs
- ☐ Trade union membership
- ☐ Sex life data
- ☐ Sexual orientation data

- ☐ Gender reassignment data
- ☐ Health data
- ☐ Basic personal identifiers, eg name, contact details
- ☐ Identification data, eg usernames, passwords
- ☐ Economic and financial data, eg credit card numbers, bank details
- ☐ Official documents, eg driving licenses
- ☐ Location data
- ☐ Genetic or biometric data
- ☐ Criminal convictions offences
- ☐ Not yet known
- ☐ Other (please give details below)

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Number of personal data records concerned?

.....

How many data subjects could be affected?

.....

Categories of data subjects (tick all that apply)

- ☐ Employees
- ☐ Users
- ☐ Subscribers
- ☐ Students
- ☐ Customers or prospective customers
- ☐ Patients
- ☐ Children
- ☐ Vulnerable adults
- ☐ Not yet known
- ☐ Other (please give details below)

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Potential consequences of the breach

Please describe the possible impact on data subjects, as a result of the breach. Please state if there has been any actual harm to data subjects:

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What is the likelihood that data subjects will experience significant consequences as a result of the breach?

- ☐ Very likely
- ☐ Likely

- Neutral – neither likely nor unlikely
- Unlikely
- Very unlikely
- Not yet known

Please give details:

.....

(Cyber incidents only) Has the confidentiality, integrity and/or availability of your information systems been affected?

- Yes
- No
- Don't know

(Cyber incidents only) If you answered yes, please specify (tick all that apply)

- Confidentiality
- Integrity
- Availability

(Cyber incidents only) Impact on your organisation

- High – you have lost the ability to provide all critical services to all users
- Medium – you have lost the ability to provide 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

(Cyber incidents only) Recovery time

- 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, eg backups can't be restored
- Complete – recovery is complete
- Not yet known

Had the staff member involved in this breach received data protection training in the last two years?

- Yes
- No
- Don't know

(Initial reports only) If there has been a delay in reporting this breach, please explain why:

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(Follow-up reports only) Describe any measures you had in place before the breach with the aim of preventing a breach of this nature:

.....
.....

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 effect, eg confirmed data sent in error has been destroyed, updated passwords, planning information security training:

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.....

(Follow-up reports only) Outline any steps you are taking to prevent a recurrence, and when you expect they will be completed:

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Have you told data subjects about the breach?

- ☐ Yes, we've told affected data subjects
- ☐ We're about to, or are in the process of telling data subjects
- ☐ No, they're already aware
- ☐ No, but we've decided not to
- ☐ We haven't decided yet if we will tell them or not
- ☐ Something else (please give details below)

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Have you told, or are you planning to tell any other organisations about the breach?

Eg the police, other regulators or supervisory authorities. In case we need to make contact with other agencies:

- ☐ Yes
- ☐ No
- ☐ Don't know

If answered yes, please specify:

.....

About you

Organisation (data controller name):

.....

Registration organisation address:

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Person making this report

In case we need to contact you about this report

Name:.....

Email:.....

Phone:.....

Data protection officer

Or senior person responsible for data protection

- Same details as above

Name:.....

Email:.....

Phone:.....

Sending this form

Initial report – if this is your initial report, please send your completed form to clerk.kmldpc@outlook.com with 'Personal data breach notification' in the subject field.

Follow-up report – if this is a follow-up report, please reply to the email we sent you, attaching this completed form to it. (Make sure you leave the subject line as it is – this will ensure your follow-up gets added to your case).

Or, send by post to: Kirkby Malzeard, Laverton & Dallowgill Parish Council, C/o Holmes Cottage, High Walk, Kirkby Malzeard, Ripon, HG4 3RY

We will contact you once the information provided has been assessed and then provide information about the next steps.

To view our Privacy Notice please go to www.kmldpc.btck.co.uk/GDPR