

## Data Breach Notification Form

### Return to:

Office Manager - Data Protection Lead, The Trefoil Guild 17-19 Buckingham Palace Road, London SW1W 0PT. [trefoilguild@girlguiding.org.uk](mailto:trefoilguild@girlguiding.org.uk)

This form is for reporting a breach of security to the Data Protection lead. It has been designed to take only about five minutes to complete.

Before completing this form, you should read the [Data breach management procedure](#)

Please do not include personal identifiable information on this form.

If you are a Trefoil Guild member	Membership number:
If you are not a Trefoil Guild member provide contact details and describe your relationship to the organisation.	
What is your role in The Trefoil Guild  If you are employed - where do you work?	
When did this incident occur?	Date:      Month:      Year:
When was it discovered?	Date:      Month:      Year:
What type of breach do you think that this falls under - tick relevant	<input type="checkbox"/> Access by an unauthorised third party <input type="checkbox"/> Sending personal data to an incorrect recipient (by post or electronically) <input type="checkbox"/> Computing devices containing personal data being lost or stolen <input type="checkbox"/> Alteration of personal data without permission <input type="checkbox"/> Not sure
Please briefly describe the incident	

Has any personal data been placed at risk? If so, please give us an outline of what this data consists of.	
Approximately how many people have been affected by this incident?	
Has there been any media coverage of the incident?	
Have you taken any action to minimise/mitigate the effect on the data subjects involved? If so, please provide brief details.	
What action have you taken to prevent similar incidents in the future?	
Is there any other information which would be helpful to the Trefoil Guild's assessment of this incident?	