



Reporting a data breach and notification form

All Trefoil staff and Trefoil members are responsible for reporting any breach of personal data. That is any situation which leads to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

Personal information is **any** data or information that allows you to identify an individual either on its own or with other factors. It includes things like for example your name, postal address, email address, date of birth, photo, someone's voice, video, or social media handle.

Examples of data breaches include but is not limited to things like a stolen or lost devices, not using blind carbon copy (bcc) in group emails, adding unprotected documents containing personal data in an email, having directories circulated without passwords or leaving paper copies of directories at venues or on the train.

On discovering a data breach this form **MUST** be completed immediately.

On completion the form to be emailed for the attention of the Trefoil Guild Data Protection Officer to trefoilguild@girlguiding.org.uk

If you have problems printing or emailing the form, then please phone the Trefoil Guild office on 020 7834 6242 Ext 3010

Do not worry about reporting the data breach, the Trefoil office staff will help and support you in the management of the incident and once resolved will work with you to prevent reoccurrences.

Data Breach Notification form	
Trefoil membership number OR if not a member, provide your contact details and describe your relationship to the organisation	Number: T _____
Actual date of the incident	____/____/____
The date when it was discovered?	____/____/____
Briefly describe the incident	
What personal data has been placed at risk?	
How many people have been affected by the incident?	

Has there been any media coverage of the incident? If so, what?	
What action has been taken to minimise or mitigate the effect on those involved?	
Have you taken any steps to prevent similar incidents in the future?	
Is there any other information which would assist Trefoil's assessment of the incident?	