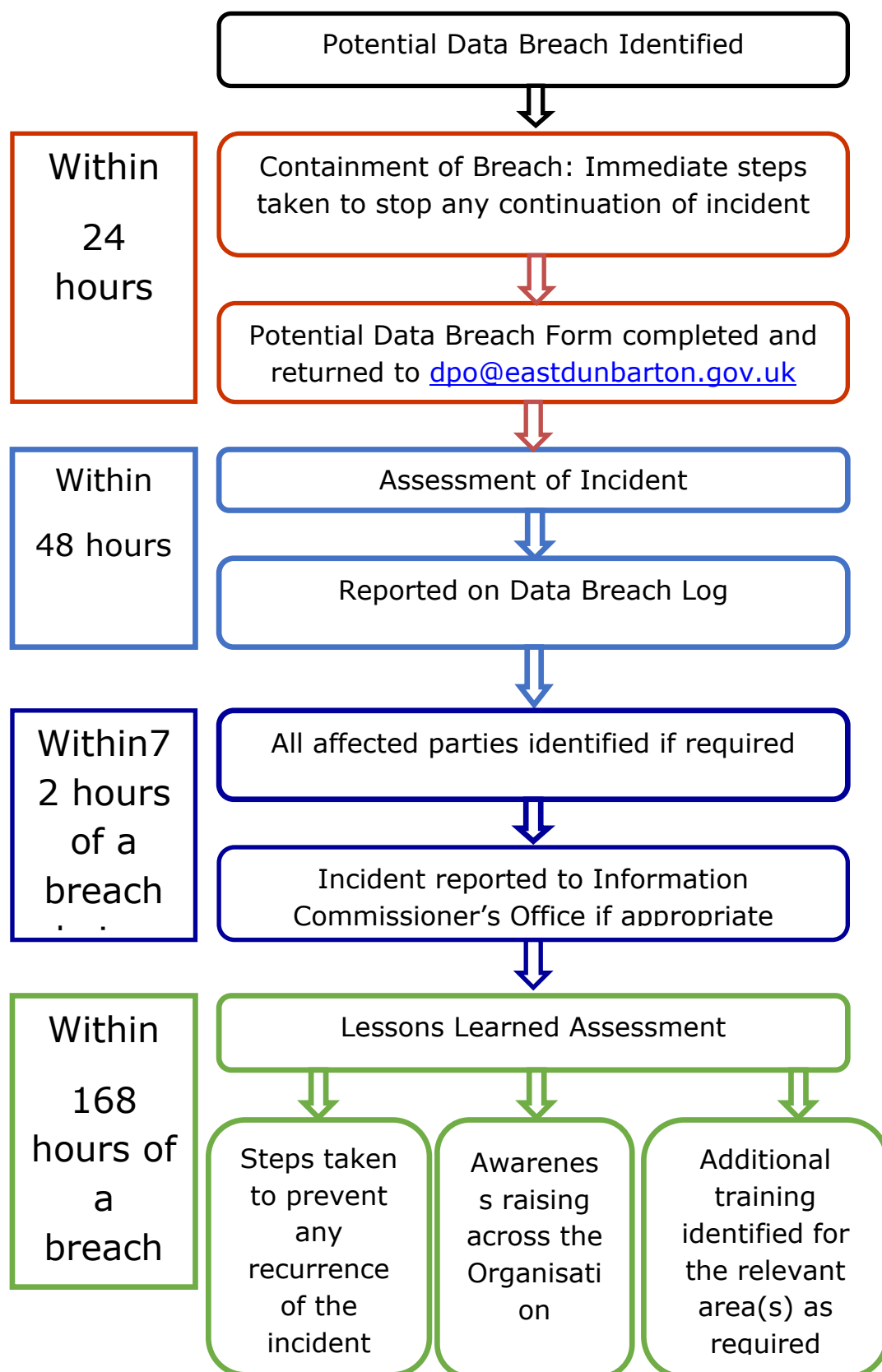


Potential Data Breach Reporting Flowchart:



ABOUT YOU:

Organisation Name (data controller)	East Dunbartonshire Council
Registration number	Z7136359
If not registered, please give exemption reason	N/a
Business sector	Local Government
Registered organisation address	East Dunbartonshire Council 12 Strathkelvin Place Kirkintilloch G66 1TJ

**Person making this report – we require you to provide the below details
should we need to contact you about this report**

Name	
Service	
Email	
Phone	

Once form is completed please email back to dpo@eastdunbarton.gov.uk

ABOUT YOUR REPORT

Please answer the following questions, to help us handle your report efficiently and to better understand our customers.

REPORT TYPE

Put (X) in the box that relates to your request

	Initial report – report complete
	Follow-up report – report complete
	Initial report – additional information to follow
	Follow-up report – additional information to follow

(Follow-up reports only) ICO case reference:

REASON FOR REPORT – after consulting the guidance

Put (X) in the box that relates to your request

	I consider the incident meets the threshold to report.
	I do not consider the incident meets the threshold to report, however I want you to be aware.
	I am unclear whether the incident meets the threshold to report.

SIZE OF ORGANISATION

Put (X) in the box that relates to your request

	Fewer than 250 staff
	250 staff or more

IS THIS THE FIRST TIME YOU HAVE CONTACTED US ABOUT A BREACH SINCE GDPR CAME INTO FORCE?

Put (X) in the box that relates to your request

	Yes
	No
	Unknown

ABOUT THE BREACH

Please describe what happened.
Please describe how the incident occurred
How did the organisation discover the breach?

What preventative measures did you have in place?

Was the breach caused by a cyber incident? Put (X) in the box that relates to your request	
	Yes
	No
	Unknown

When did the breach happen?	
Date:	Time:
When did you discover the breach?	
Date:	Time:

Categories of personal data included in the breach

Put (X) in the box that relates to the breach

	Data revealing racial or ethnic origin		Gender reassignment data		Trade union membership
	Political opinions		Location data, eg coordinates		Sex life data
	Religious or philosophical beliefs		Sexual orientation data		Health data
	Identification data, eg usernames, passwords		Economic and financial data, eg credit card numbers, bank details		Basic personal identifiers, eg name, contact details
	Official documents, eg driving licenses		Genetic or biometric data		Criminal convictions, offences
	Other (please provide details below)				

Please give additional details to help us understand the nature of the personal data included in the breach

East Dunbartonshire Council – Potential Data Breach Reporting form

Number of personal data records concerned?	How many data subjects could be affected?

(Cyber incidents only) If the number of data subjects affected is not known, estimate the maximum possible number that could be affected/total customer base.

Categories of data subjects affected - Put (X) in the box that relates to the breach

☐	Employees	☐	Users	☐	Subscribers
☐	Students	☐	Customers or prospective customers	☐	Patients
☐	Children	☐	Vulnerable adults	☐	Other (please describe below)

Describe any detriment to individuals that has arisen so far, or any detriment you anticipate may arise in the future.

Is the personal data breach likely to result in a high risk to data subjects? Put (X) in the box that relates to the breach	
	Yes
	No
	Unknown
Please specify details:	

(Cyber Incident Only) Recovery Time Put (X) in the box that relates to the breach	
	We have successfully recovered from the incident with all personal data now at the same state it was shortly prior to the incident
	We have determined that we are able to restore all personal data to the same state it was shortly prior to the incident and are in the process of doing this
	We have determined that we are unable to restore the personal data to the same state it was at shortly prior to the incident, ie backups failed, no current backup, backup encrypted etc
	We are not yet able to determine if personal data can be restored to the same state it was shortly prior to the incident

Had the staff member involved in this breach received data protection training in the last two years? Put (X) in the box that relates to the breach	
	Yes
	No
	Unknown

Please describe the data protection training you provide, including an outline of training content and frequency

TAKING ACTION

**Have you taken action to contain the breach or limit its impact?
Please describe these remedial actions**

**Please outline any steps you are taking to prevent a recurrence, and
when you expect they will be completed**

**Describe any further action you have taken, or propose to take, as a
result of the breach**

Have you told data subjects about the breach? Put (X) in the box that relates to the breach	
	Yes – we have determined it is likely there is a high risk to data subjects so we have communicated this breach to data subjects
	Yes – we have determined that it is unlikely there is a high risk to data subjects, however decided to tell them anyway
	No – but we are planning to because we have determined it is likely there is a high risk to data subjects
	No – we determined the incident did not meet the threshold for communicating it to data subjects

Have you told, or are you planning to tell any other organisations about the breach?	
Put (X) in the box that relates to the breach	
	Yes
	No
	Unknown

If you answered yes to the above, please specify details below