**FORM FOR REPORTING A DATA BREACH INCIDENT: 2023/**

**Please return this form to** **dpo@lincolncollege.ac.uk** **within 24 hours**

Please act promptly to report any data breaches. If you discover a data breach, please notify your Head of Department/School immediately, complete Section 1 of this form and email it to dpo@lincolncollege.ac.uk

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| Section 1: Notification of Data Security Breach | To be completed by the person reporting the incident |
| Date incident was discovered: |  |
| Date(s) of incident: |  |
| Place of incident: |  |
| Name and Job Title of person reporting incident: |   |
| Contact Details (email and extension number):  |  |
| Description of incident: |  |
| Number of data subjects affected: |  |
| Provide details of any personal data that has been placed at risk: |  |
| Brief description of any action taken at the time of the discovery: |  |
| Section 2: Action Taken | To be completed by the DPO |
| Incident Number: | 2023/0 |
| Date of notification to Information Commissioner’s Office (if relevant): |  |
| Date of notification to data subject(s): |  |
| Follow-up action required/recommended: |  |