

**METANOIA INSTITUTE**  
**PERSONAL DATA BREACH REPORT**



**Notification of Potential Personal Data Breach**

Name of person reporting the incident		Date reported	
Description of the incident and the personal data potentially affected			
Description and number of data subjects affected			
Description of any action taken at the time of discovery			
Date incident discovered		Date of Incident	

**Stage 1 – Initial Investigation**

An initial investigation into the potential breach will be undertaken by the DPO as soon as the notification is received. This will be used to inform whether an actual breach has occurred, and if so what actions are required to contain it and what formal notification is required.

Description of the data affected and how it is affected		
Is any special category data included?	✓	Description
Race		
Ethnic Origin		
Politics		
Religion		
Trade Union Membership		
Genetics		

Biometrics (where used for ID purposes)		
Health		
Sex life		
Sexual Orientation		
Is any data relating to criminal offences included?		
How many data subjects are affected?		
Any third-party processors involved?		
Description of how the data is affected		
Is any data that could be used to commit fraud included e.g. bank details, financial information, national insurance number, passport or visa information?		
Does the data include anything that could potentially cause significant damage or distress e.g. work performance, salary data, disciplinary/grievance information, sensitive negotiations?		

<b>For DPO use Only</b>		
Has a data breach occurred?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the breach need reporting to ICO?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Outline the basis for this decision		
Do the individuals affected require notification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Outline the basis for this decision		
Does anyone else need to be notified? If so, who?		

**Stage 2 – Containment and Recovery**

Is the breach still occurring?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What actions are being taken to contain the breach, recover any losses and limit potential damage?	
Date/Time breach contained	
Description of how the breach was contained	

**Stage 3 – Notification**

ICO – date/time/description of the notification	
Data subjects – date/time/description of the notification	
Other e.g. police – date/time/description of the notification	
Has the risk register been updated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has data breach register been updated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of investigation undertaken and outcome	
Actions taken to avoid recurrence	