Incident Reporting Form

Please act promptly to report any data breaches (or potential data breaches/near miss). If you discover a data breach or near miss please notify your head of department and complete and return the form below to dataprotection@sheffield.ac.uk.

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| **Description of breach:** |
|  |
| **Time data breach was identified and by whom:** |  |
| **Time data breach occurred and by whom:** |  |
| **Who is reporting the breach?** |
| **Name/post/department:** |  |
| **Email address:** |  |
| **Classification of data breached (in accordance with the universities breach policy):**1. **Public data**
2. **Internal data**
3. **Restricted Data**
4. **Confidential Data**
 |  |
| **Volume of data involved (number of people effected):** |  |
| **Is the breach contained or ongoing?** |  |
| **What actions are being/have been taken to recover the data?** |
|  |
| **Any other relevant information:** |
|  |

**Please email this completed form to** **dataprotection@sheffield.ac.uk.**