**Data Privacy Security Incident Reporting Form**

This document ensures that in the event of a data privacy security incident such as data loss, all information can be gathered to understand the impact of the incident and what must be done to reduce any risk to data subject and/or the College’s data and information.

The checklist can be accomplished by an individual with knowledge of the incident. It will also require the review by the College’s Data Protection Officer who will determine the implications of the Data Privacy Act of 2012, its Implementing Rules and Regulations and/or relevant order and other guidelines issued by the National Privacy Commission and address changes required to the existing processes.

Reported by: Noted by:

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Name and Signature Date Name and Signature of Department Head

Department/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of the Incident**

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| --- | --- |
| Date and Time of the Incident |  |
| How many individuals or records are involved? |  |
| Department/Center/Office |  |
| Nature of the breach:  Confidentiality/Integrity/Availability  This should be as detailed as possible (e.g. unauthorized access/processing) |  |
| Description of how the breach happened |  |
| What type of data is involved?  (The individual data fields should be identified, e.g. name, address, bank account number, etc.) |  |
| What happened to the data? |  |

**Reporting**

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| When was the breach reported? |  |
| Were there any controls in place?  (e.g. encryption, etc.) |  |
| Who detected the breach? |  |
| When was the breach isolated? |  |

**Impact**

|  |  |
| --- | --- |
| What are the potential adverse consequences for students, associates, third parties, or DLS-CSB? |  |
| What processes/systems are affected and how?  (e.g. website taken off line, access to data base restricted, etc.) |  |
| Have you received a formal complaint from any individual affected by this incident/breach? If so, provide details. |  |

Management

|  |  |
| --- | --- |
| What further action has been taken to minimize the possibility of a repeat of such an incident? |  |

Assessment (to be accomplished by Data Protection Officer)

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| Recommendation: |