**Paleo Fitness Ltd**

**Data Breach Reporting Form**

**What is a data breach?**

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

**What to do if you identify a breach.**

If possible, immediately contain it as best you can, eg in the case of email or other accounts being hacked change the password.

You need to record the information that makes you believe there is/was an information breach. This may include, for example, the loss of a USB stick, data being destroyed or sent to the wrong address, the theft of a laptop or hacking.

**What information you will need to provide?**

**Do not include the details of the data subject affected in the form below**

|  |  |
| --- | --- |
| **What has happened?** | |
|  | |
| **When and how you found out about the breach?** | |
|  | |
| **Who do you believe has been or may be affected by the breach?** | |
|  | |
| **What if anything have you done as a result of the breach?** | |
|  | |
| **Who we should contact if we need more information?** | |
|  | |
| **Who else you have told?** | |
|  | |
| **Person Completing this form:** | |
| Name: | Mobile: |
| Email: | |

Return this completed form to the General Manager, BGCSY mark@bgcsy.co.uk