Personal data breach report

Organisation	[Your company name]
Reference	[Reference]
Date of report	[Date]

[Note: The 72 hours to report a breach to the Information Commission start when the organisation becomes aware of it, not when this form is completed. Start the assessment at once, and report what you know within 72 hours if the breach is likely to result in a risk, giving the rest in phases. Take advice on a serious breach.]

Reported by

Name	[Requester name]
Job title	[Requester job title]
Department	[Department]

What happened

When the breach was discovered	[When the breach was discovered]
When it happened	[When the breach happened]
What happened	[What happened]
How it happened	[How it happened]
Type of breach	[Type of breach]
Processor or other organisation involved	[Processor or other organisation involved]

Data and people affected

Types of personal data	[Types of personal data]
Special category or criminal offence data	[Special category or criminal offence data]

Categories of people affected	[Categories of data subjects]
Approximate number of people	[Approximate number of people affected]
Approximate number of records	[Approximate number of records affected]

Containment and recovery

Action taken to contain the breach and recover the data	[Action taken to contain and recover]
Likely consequences for the people affected	[Likely consequences for the people affected]

Think about the harm the people affected could suffer: for example identity theft or fraud, financial loss, damage to reputation, discrimination, loss of confidentiality of sensitive information, or distress.

Reporter's confirmation

The information above is accurate and complete as far as I know at the date of this report: ☐

Reported by

Signature _____

Name _____

Date _____

Assessment and decision

Risk to individuals	[Risk to individuals]
Reported to the Information Commission	[Reported to the Information Commission]
Date and time reported, and the Information Commission's reference	[Date and time reported to the Information Commission, and its reference]
People affected told	[People affected told]
Reasons for these decisions	[Reasons for the decision]

Actions to stop it happening again, with owners and dates	[Actions to stop it happening again]

1. If the breach is likely to result in a risk to individuals, it must be reported to the Information Commission without undue delay and, where feasible, within 72 hours of becoming aware of it. If the report is made later, the reasons for the delay must be given.
2. If the breach is likely to result in a high risk to individuals, they must be told without undue delay, in clear and plain language, what happened, the likely consequences, what has been done and what they can do to protect themselves, and who to contact.
3. If the breach is not reported, the reasons must be recorded above.
4. This report is kept in the breach log, whether or not the breach was reported.

[Note: If your company acted as a processor for another organisation, tell that controller without undue delay: it decides whether to report. Providers of public telecoms or internet services have separate breach rules under the Privacy and Electronic Communications Regulations. Check whether your insurers, your bank or the police also need to be told.]

I have assessed this breach and approve the decisions recorded above: ☐

Assessed and approved for and on behalf of [Your company name]

Signature _____

Name _____

Position _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/data-breach-report