Hibernia College Quality Framework

**Personal Data Security Breach Report Form**

# Introduction

Under the Data Protection Acts 1988 – 2018 (the “**Acts**”) and the General Data Protection Regulation (“**GDPR**”) Hibernia College, is obliged to keep personal data safe and secure and to respond promptly and appropriately, in the event of a personal data security breach. The College acknowledges that it is vital to take prompt action regarding an actual, potential or suspected security breach to avoid the risk of harm to data subjects.

Should any member of the College notice or suspect a data security breach, please complete the form below in full and return to [dpo@hiberniacollege.net](mailto:dpo@hiberniacollege.net) as soon as you become aware of the breach.

If there is any doubt as to whether a personal data security breach has occurred, the Records and Data Manager should be consulted immediately.

# Notification to the Records and Data Manager of Suspected Personal Data Security Breach

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| Notification of Suspected Personal Data Security Breach  Please include actual, potential or suspected breaches | |
| **Date(s) suspected breach occurred (if known):**  **::** |  |
| **Date suspected breach was discovered:** |  |
| **Name of person reporting the suspected breach:** |  |
| **Contact details of person reporting the suspected breach:** |  |
| **Brief description of suspected breach:** |  |
| **Number of suspected data subjects affected – if known:** |  |
| **Brief description of any action taken to contain the breach:** |  |

# For Records and Data Office Use Only

## Records and Data Manager’s Initial Assessment of a Suspected Breach of Personal Data Breach

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| Records and Data Manager’s Initial Assessment of a Suspected Breach of Personal Data | |
| Date(s) of breach (If it is found to be different than originally stated following an internal investigation): |  |
| Nature of the personal data involved in the breach (i.e. whether special category data is involved): |  |
| Brief details of the cause of the suspected breach: |  |
| Brief details of extent of the suspected breach (i.e. the number of individuals affected): |  |
| The potential damages to the data subject(s): |  |
| Any steps that may need to be taken to contain the breach: |  |
| Internal Hibernia College stakeholders identified (names and contact details): |  |
| External Hibernia College stakeholders identified including any outside agencies (names and contact details): |  |
| Outcome of Initial Assessment i.e. suspected data breach confirmed or not confirmed: |  |

## Conclusion of Process following confirmation that a data breach has not occurred

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| --- | --- |
| Conclusion of Process following confirmation that a data breach has not occurred | |
| Date reporter of suspected data breach notified of outcome: |  |
| Notes: |  |

## Managing a Confirmed Personal Data Breach

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| Managing a Confirmed Personal Data Breach | |
| Date internal stakeholders notified: |  |
| Date external stakeholders notified: |  |
| Risk assessment conducted to consider the potential adverse consequences for individuals? (Yes/No and date conducted): |  |
| Risk assessment conducted to assess the risks for Hibernia College? (Yes/No and date conducted): |  |
| Date data subject(s) notified (if required): |  |
| Date Data Protection Commissioner notified and confirmation that this notification occurred within 72 hours (if required): |  |
| Date reported to the Gardaí (if required): |  |
| Confirmed final numbers of data subject impacted: |  |
| Follow up action/corrective remediation action required/recommended: |  |