

## Breach Notification Proforma

### DETAILS OF PERSON REPORTING BREACH

<b>NAME</b>	
<b>JOB TITLE</b>	
<b>DETAILS OF BREACH</b> (include how the notification was made, how the breach was discovered, who discovered it, details of what the breach actually is)	
<b>PLEASE INDICATE IF YOU WERE INVOLVED DIRECTLY OR INDIRECTLY IN THE BREACH</b>	

**PLEASE PASS THIS FORM TO CEO @ 28 – 31 DENESIDE, GREAT YARMOUTH, NR30 3AX**

<b>FORM RECEIVED (DATE)</b>	
<b>RECEIVED BY (NAME/INITIALS)</b>	
<b>RECORD IN INTERNAL BREACH REGISTER</b>	
<b>CONVENE GDPR WORKING PARTY (DATE)</b>	
<b>SUMMARY OF ACTION/OUTCOMES</b> (this needs to include reporting to Risk Committee, summary of action to be taken by any members of GDPR Working Party, SMT members of staff, external organisations or similar)	

