



## Appendix 2 Data Breach Incident Report Form

Date of Incident:

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Details of Incident. Please submit full Report:

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**Were matters resolved within 72 hours of the incident being reported?**

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**Was the Breach not resolved within 72 hours of the incident occurring and why?**

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**Who was and is effected by the Data Breach?**

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**What measures have been and are being taken to protect the rights and interests of the Data Subject?**

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**What type of sensitive data was disclosed?**

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**What measures are and will be taken to ensure there is no re-occurrence of the incident?**

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**Was the breach reported to the Data Subject?**

**Was there a need to do so or not?**

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