

## Data Breach Recording Form – SIF – XXX Pending Approval

\*This form is to be used to record any breach or suspected breach of personal data within your Scout Group.

**Scout Group:** \_\_\_\_\_

**Date of Breach:** \_\_\_\_\_

**Reported By:** \_\_\_\_\_

**Time of Breach:** \_\_\_\_\_

**Date Reported:** \_\_\_\_\_

**Date & Time of the identification of Breach:** \_\_\_\_\_

**Type of Data Involved:**  
\_\_\_\_\_

**Description of Breach:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cause of Breach:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Risk Assessment:**

**Is risk to the individuals:** Y / N

**No risk to the individuals** (data encrypted or anonymised etc.): Y / N

**High risk to individuals:** Y / N

**Number of Individuals impacted:** \_\_\_\_\_

**Date reported to:**

**Scouting Ireland** \_\_\_\_\_ **Individual impacted:** \_\_\_\_\_

**Actions Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_