

To be completed by Senior Staff

Details of notification to Data Subjects.	
Have there been any complaints?	
Has the Data been recovered? If so, when	
Has there been a Breach of policy? What action has been taken	
What previous training has taken place to minimise this risk	Attach any relevant documentation including policies relating to the incident
Procedure changes to reduce further risk	
Further training required	
Have any other bodies been informed	This would include police, any other regulatory bodies.
Has there been any previous incidents in the last two years	
Has this been reported to the ICO. Give details	
Reviewed By:	Date of Review: