Title	Girlguiding Data Breach Notification form
Audience	- Staff - Volunteers - Public
Purpose	- This form is to notify Girlguiding of a data breach. - Complete and send to the data protection team at HQ

Data breach notification form

This form is for staff/members/volunteers to report a breach of personal information to the Data Protection Officer at Girlguiding Anglia.

Name	
If you are a staff member, what team do you work in? If you are a volunteer, what is your unit /level name?	
What date did the breach occur?	
What date was the breach discovered?	
Briefly describe the breach • Media coverage? • Police involvement (crime number if applicable) • Systems affected (GO / Payroll / Finance)	

Has any personal data been disclosed? Please give details	
How many people have been affected?	
What steps have you taken to minimize the effect /risk? Please give details	
Did you inform any of the individuals? Please give details	