

# DATA BREACH REPORT FORM

If you know or suspect a data breach has occurred please:

- complete this form,
- email it to the [DataPrivacyManager@MarshallADG.com](mailto:DataPrivacyManager@MarshallADG.com), ensuring you mark your email or the form as **urgent**

<b>Name and contact details of person notifying the actual or suspected breach</b> <i>If you wish to submit an anonymous report, leave this section blank</i>	<i>[Insert name and contact details]</i>
<b>Dept/manager</b>	<i>[Insert department from which the report emanated and the relevant manager]</i>
<b>Type of data breached</b>	<i>[Give details of the type of Data that has been breached].</i>
<b>Date of actual or suspected breach</b>	<i>[Insert date]</i>
<b>Date of discovery of actual or suspected breach</b>	<i>[Insert date]</i>
<b>Date of this report</b>	<i>[Insert date]</i>
<b>Summary of the facts</b>	<i>[Provide as much information as possible including the amount, sensitivity and type of data involved]</i>
<b>Cause of the actual or suspected breach</b>	<i>[Provide a detailed account of what happened]</i>
<b>Is the actual or suspected breach ongoing?</b>	[Yes OR No]
<b>Who is or could be affected by the actual or suspected breach?</b>	<i>[Include details of categories and approximate number of individuals concerned]</i> <i>Do not notify affected individual. The data breach team will determine who should be notified and how.</i>
<b>Are you aware of any related or other breaches?</b>	[Yes OR No] <i>[If yes, provide more details]</i>