**Data Breach Near-Miss Register**

**Guidance Notes**

This can be a persuasive document if ever dealing with the Information Commissioner in relation to a different event as it evidences the fact that you review and monitor your security performance.

If you have had a data breach that you have decided not to report to the ICO, you must record it along with a precis of your decision-making process. Should you find that the matter is reported to the ICO by a third party and you have not reported it yourself, you will need a record of your decision-making process and your reasons for not reporting to provide to the ICO.

**DATA BREACH NEAR-MISS REGISTER OF:**

**[INSERT NAME OF HEALTHCARE PROFESSIONAL]**

**[INSERT BUSINESS ADDRESS]**

**[INSERT ICO REGISTRATION NUMBER]**

**[INSERT DATE]**

**Policy became operational on: [1 January 2023]**

**Next review date: [1 January 2024]**

**Data Breach Near-Miss Register of: [HEALTHCARE PROFESSIONAL]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Description of incident** | **Personnel involved** | **Action taken** | **Reportable to the ICO?**  **Justifications for non-reporting** | **Remedial action to prevent future occurrences** |
| 14.10.22 | Email sent to patient | [The healthcare professional] & clinic receptionist [name here] | Contacted the wrong recipient; asked for them to delete the email – confirmation sent | No. Minimal personal data contained in the email and no risk to individual | Remove the autofill on emails. Add “delay” function before sending emails. Consider encryption when sending attachments containing personal data |
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