## Data Breach Register Template

The purpose of this document is to record all Data Breaches, their causes, their consequences, and the action taken by the organisation, including referral to the ICO, to address the breaches and prevent similar breaches in the future.

The Register should be maintained by the Data Protection Officer/Lead who should provide performance reports to the Board/Senior Management Team/Chief Executive.

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| **Date of breach** | **Description** | **Personal data affected** | **No. of data subjects affected** | **No. of records affected** | **Responsible Official** | **Consequences of breach** | **Data subjects informed?** | **ICO informed?** | **Remedial action** |
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