## Near Miss Register

The purpose of this document is to record all data breaches which are best categorised as Near-Misses, their causes, their consequences, and the action taken by the organisation to address the inherent and prevent similar near-misses or 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** | **Description of Incident** | **Personnel Involved** | **Action Taken** | **Policy Amendments Required** |
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