

CWT – Template - Report of Personal Data Incident

Version 1.

Date: 1 September 2018

SUMMARY REPORT OF PERSONAL DATA INCIDENT

1. Nature and extent of personal data involved in the Data Incident

Please indicate the nature of the incident:

- A. Confidentiality incident (unauthorised or accidental disclosure of, or access to, personal data):
- B. Availability incident (unauthorized or accidental loss of access to, or destruction of, personal data):
- C. Integrity incident (unauthorised or accidental alteration of personal data):
- D. Which systems, networks or applications were affected:
- E. Number of individuals affected:
- F. Volume of personal data and categories of personal data affected:

2. Identification of the individuals who have improperly used, disclosed or accessed personal data

- ### **3. A description of how and why the individual has reason to believe the affected personal data has been improperly transmitted, sent or utilised (plus indication on the geographical location of the incident or breach i.e. country(ies) in which the incident take place)**

4. A description of the probable cause of the Data Incident

5. The potential impact on the individuals concerned and likely consequences

6. The immediate mitigation and containment measures carried out to minimise and/or and stop the incident

Examples of containment strategies:

1. Ensuring that the area (both physical and electronic) in which the Data Incident occurred and the surrounding areas are secure to help preserve evidence;
2. Taking affected machines offline;
3. Blocking unauthorised access and malware sources;

4. Disconnecting the systems from the network;
5. Shutting down a systems and network segments – risk losing forensic data and down time for business operations;
6. Re-booting the systems;
7. Changing system administrator passwords; and
8. Making firewall changes to isolate the impacted area.

Describe which of the above was carried out:

7. Also indicate the current escalation that has taken place:

8. Indicate the eradication plan to eliminate the components of the Data Incident and measures planned to avoid this Incident be repeated: