



Extra Mile Charity

Data Breach Incident Report Form

Date Adopted	<i>August 2018</i>
Date reviewed and ratified by Trustees	<i>January 27th 2021</i>
Date of review	<i>January 2022</i>
Chair of Trustees	Mike Fielding

HIGHLY CONFIDENTIAL



Data Breach Incident Report Form

1. FORM FOR REPORTING A SUSPECTED DATA BREACH INCIDENT		
2. Your Name:	3. ROLE	
4.	5.	
Today's Date:	Tel No:	6. E-mail Address:
		7.

Date of Incident:	Time and Place of Incident:				
Who Was Notified:	Time of Notification:				
Brief Description of Incident: (include website URLs, suspect name(s), impacted system(s), other relevant data...) Continue on Page 2 if necessary					
<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> </table>				Y	N
	Y	N			
Did you witness the incident yourself?	<input type="checkbox"/>	<input type="checkbox"/>			
Did others witness the incident? (if yes, specify below)	<input type="checkbox"/>	<input type="checkbox"/>			
To your knowledge was any of the following involved?					
Telephone	<input type="checkbox"/>	Theft <input type="checkbox"/>			
Fax	<input type="checkbox"/>	Fraud <input type="checkbox"/>			
Photocopier	<input type="checkbox"/>	Unauthorised Access <input type="checkbox"/>			
Computer Hardware	<input type="checkbox"/>	Customers <input type="checkbox"/>			
E-mail	<input type="checkbox"/>	Third Parties <input type="checkbox"/>			
Internet download	<input type="checkbox"/>	Copyright <input type="checkbox"/>			
Virus	<input type="checkbox"/>	Other (specify below) <input type="checkbox"/>			
<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> </table>				Y	N
	Y	N			
Was any Extra Mile Internal or Confidential information compromised?	<input type="checkbox"/>	<input type="checkbox"/>			



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Did you report this incident to: (Please circle all applicable)

Principal- Law Enforcement – Deputy Principal –Country Manager – Other (Please Specify e.g. trustee, governor)

Initiated By:	Date:	Reviewed By:	Date:
Approved By (1):	Date:	Approved By (2):	Date:

Continue brief description below:

