A proud member of

**Acting Head of School: Miss Amy Warboys**
Upwood Primary Academy
Ramsey Road, Upwood
Huntingdon, PE26 2QA
Tel: 01487 813510
Email: office@upa.education
Web: www.upa.education

## Reporting a Data Breach Form

If you believe your personal or sensitive data has been compromised, please complete the form and return to the school office. All forms will be passed on to the Data Protection Officer to investigate.

1. Name: _____

2. School: Upwood Primary Academy

3. Where did this breach occur? _____

4. Date when you first became aware of the breach: _____

5. Time when you first became aware of the breach: _____

6. Category of breach:

   | | Access by an unauthorised third party |
   |---|---|
   | | Deliberate or accidental action (or inaction) by a controller or processor |
   | | Sending personal data to an incorrect recipient |
   | | Computing devices containing personal data being lost or stolen |
   | | Alteration of personal data without permission |
   | | Loss of availability of personal data |

7. Approximate number of people whose data has been breached: _____

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8. Category of data

- [ ] Name
- [ ] Contact details
- [ ] Id number (pupil number)
- [ ] Online identifier, such as username
- [ ] Racial or ethnic data
- [ ] Political opinion
- [ ] Religios or philisophcal belief
- [ ] Trade union membership
- [ ] Genetic information
- [ ] Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes
- [ ] Health- physical or mental
- [ ] Sex life or sexual orientation

9. Approximate number of records concerned in the breach:_____

10. Category of records

- [ ] Electronic
- [ ] Paper
- [ ] Other (e.g. could be verbal)

11. Details: _____

_____

_____

_____

_____

_____

_____

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