



Hythe Town Council  
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## DATA BREACH REPORTING TEMPLATE

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[WWW.HYTHERTC.GOV.UK/POLICIES/GDPR](http://WWW.HYTHERTC.GOV.UK/POLICIES/GDPR)

This Policy was adopted by the Council at its meeting held on: 26 April 2021 Minute 318/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,  
HYTHE, KENT. CT21 6BG



Report Prepared by.....

Date.....

On behalf of.....

Name.....

Date.....

Organisation.....

### **Summary of the Event and Circumstances**

When, what, who, a summary of the incident, etc.

#### **1. Type and amount of Personal Data**

Title or name of the document/s; What personal information is included – Name; Address; DoB; Bank account details; description of the information about an individual (health issues; case hearing notes/decisions etc)

#### **2. Actions taken by the recipient when they inadvertently received the information.**

#### **3. Actions taken to retrieve information and respond to the breach.**

Has the information been retrieved? When? Has loss been contained? e.g., all emails deleted?

#### **4. Procedures/instructions in place to minimise risks to the Security of Data**

(Communication, secure storage, sharing, and exchange)



**5. Breach of procedure/policy by a Staff Member?**

Has there been a breach of policy?

Has appropriate management action been taken?

**6. Details of notification to affect the Data Subject.**

Had been notified? If not, explain why not?

What advice was given to affected data subjects?

Has a complaint been received from Data Subject?

**7. Details of Data Protection training provided:**

Include the date of the last training prior to the incident by the staff member breaching security.

**8. Procedure change(s) to reduce the risk of future Data Loss.**

**9. Conclusion**

Serious/minor breach, the likelihood of happening again.

