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| This form is for CIEE employees to report a data breach incident to the Data Protection Officer. A data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data. Incidents that require reporting:* Loss or theft of equipment (laptops, mobile devices, tablets)
* Loss or theft of printed materials that contain personal data
* Unauthorized access to equipment, software/applications or printed materials that contain personal data
* Sending/Sharing personal data with an incorrect participant.

**Instructions for Reporting Employee:** 1. *As* ***soon*** *as you* ***suspect*** a data breach incident has occurred, **immediately** complete Part 1 of this form with your direct line manager and email it to dpo@ciee.org.
2. *Encrypt the email by including* ***[encrypt****] in the subject line of the email*.
3. *A ticket in Jira will be created on your behalf*.
4. *Upon receipt the Data Protection Officer will start an investigation with other parties (IT, Legal, Outside Counsel)*

***Please be as detailed as possible (Who, What, When, Where and Why) without disclosing personal data of any potential Data Subjects when completing this form.***For example, do not provide the names of Data Subjects affected by the breach. If we need this information, we will ask for it later.**Instructions for DPO (Data Protection Officer) or DDPO (Deputy Data Protection Officer):**  Complete Part 2 with input from all necessary CIEE staff.  |

# Part 1: Initial Data Breach INCIDENT Report (To be filled out with the direct line manager)

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| 1. **EMPLOYEE DETAILS:**
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| **NAME:** |  | **POSITION/TITLE:** |  |
| **START DATE OF FILLING OUT THIS FORM (DD/MM/YYYY):** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ | **LOCAL TIME OF FILLING OUT THIS FORM:** \_\_\_ **:** \_\_\_ **:** \_\_\_ |
| **TEL:** |  | **EMAIL:** |  |
| **CIEE SITE:** |  |
| 1. **INCIDENT INFORMATION:**
 |
| **PERIOD OF INCIDENT:**  |  |
| **START DATE (DD/MM/YYYY):** \_\_\_ **/** \_\_\_ **/** \_\_\_\_\_ | **TIME:** \_\_\_ **:** \_\_\_ **:** \_\_\_ |
| **END DATE (IF APPLICABLE) (DD/MM/YYYY):** \_\_\_ **/** \_\_\_ **/** \_\_\_\_\_ | **TIME:** \_\_\_ **:** \_\_\_ **:** \_\_\_ |
| **CITY/ AND COUNTRY OF INCIDENT:** |
| **DESCRIPTION & NATURE OF INCIDENT:**(Please be as detailed as possible (Who, What, When, Where and Why) ***without*** disclosing personal data of any potential Data Subjects). |
| **Part 1 is now complete. Please email this form to dpo@ciee.org.** |

# Part 2: Data Protection Officer/Investigator Details:

(***To be filled out by DPO or DDPO***)

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| 1. **INCIDENT INFORMATION:**
 |
| **TYPE OF BREACH:** |
| **CATEGORIES OF DATA SUBJECTS AFFECTED:** |
| **WERE ANY KNOWN MINORS INVOLVED/IMPACTED IN THE BREACH?** | **[ ]  YES [ ]  NO** |
| **CATEGORIES OF PERSONAL DATA RECORDS CONCERNED:** |
| **NO. OF DATA SUBJECTS AFFECTED:** | **NO. OF RECORDS INVOLVED:** |
| **IMMEDIATE ACTION TAKEN TO CONTAIN/MITIGATE BREACH:** |
|  |
| **STAFF INVOLVED IN BREACH:** |
| **THIRD PARTIES INVOLVED IN BREACH:** |
| 1. **BREACH NOTIFICATIONS:**
 |
| **WAS THE SUPERVISORY AUTHORITY NOTIFIED?** | **[ ]  YES** **[ ]  NO** |
| **DATE SUPERVISORY AUTHORITY RECEIVED NOTIFICATION** | **DATE:**  |
| **IF YES, WAS THIS WITHIN 72 HOURS?** | **[ ]  YES [ ]  NO [ ]  N/A** |
| *If no to the above, provide reason(s) for delay* |
| **WAS THE BELOW INFORMATION PROVIDED TO THE SUPERVISORY AUTHORITY?** | **YES/NO** | **DESCRIPTION** |
| *A description of the nature of the personal data breach* | **YES/NO** |  |
| *The categories and approximate number of data subjects affected* | **YES/NO** |  |
| *The categories and approximate number of personal data records concerned* | **YES/NO** |  |
| *The name and contact details of the Data Protection Officer and/or any other relevant point of contact (for obtaining further information)* | **YES/NO** |  |
| *A description of the likely consequences of the personal data breach* | **YES/NO** |  |
| *A description of the measures taken or proposed to be taken to address the personal data breach (including measures to mitigate its possible adverse effects)* | **YES/NO** |  |
| **WAS NOTIFICATION PROVIDED TO DATA SUBJECT(S)?** | **[ ]  YES [ ]  NO** |
| **DATE DATA SUBJECT(S) RECEIVED NOTIFICATION** | **DATE:**  |
| *If no to the above, provide reason(s) for delay* |
| **WAS THE BELOW INFORMATION PROVIDED TO THE DATA SUBJECT?** | **YES/NO** | **DESCRIPTION** |
| *A description of the nature of the personal data breach* | **YES/NO** |  |
| *The name and contact details of the Data Protection Officer and/or any other relevant point of contact (for obtaining further information)* | **YES/NO** |  |
| *A description of the likely consequences of the personal data breach* | **YES/NO** |  |
| *A description of the measures taken or proposed to be taken to address the personal data breach (including measures to mitigate its possible adverse effects)* | **YES/NO** |  |

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| 1. **INVESTIGATION INFORMATION & OUTCOME ACTIONS:**
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| **DETAILS OF INCIDENT INVESTIGATION:** *(Describe)* |
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| **PROCEDURE(S) REVISED DUE TO BREACH:** *(If applicable)* |
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| **STAFF TRAINING PROVIDED AFTER THE BREACH:** *(If applicable)* |  |
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| **DETAILS OF ACTIONS TAKEN AND INVESTIGATION OUTCOMES:** *(Describe)* |
|  |
| **HAVE THE MITIGATING ACTIONS PREVENTED THE BREACH FROM OCCURRING AGAIN?** *(Describe)* |
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| **WERE APPROPRIATE TECHNICAL MEASURES IN PLACE?** | **[ ]  YES** **[ ]  NO** |
| *(If no please describe which measures were not in place)* |

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| 1. **Signatures**
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| **Investigator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please print |
| **Investigator Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_ **/** \_\_\_\_ **/** \_\_\_\_\_\_ |
| **Authorised by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |