**Personal Data Security Breach Reporting Form**

Please act promptly to report any Personal data security incidents or breaches. If you discover a data security incident or breach, or suspect a breach may have occurred you must immediately contact the Data Protection Officer by phone, email or by completing section 1 of this form and notify or email it immediately to:

Data Protection Office

[dataprotection@mu.ie](mailto:dataprotection@mu.ie)

Data Protection Law **requires** that all incidents in which personal data has been put at risk must be reported to the DPC “without undue delay and where feasible within 72 hours of becoming aware of the breach”.

|  |  |
| --- | --- |
| **SECTION 1: Notification of Personal Data Security Incident or Breach** | **To be completed by the person reporting the incident** |
| Date and time incident was discovered: |  |
| Date(s) of incident: |  |
| Place of incident: |  |
| Name and contact details of person reporting incident: |  |
| Brief description of incident and/or details of data  lost: |  |
| Number of data subject affected, if known: |  |
| Description of Personal Data placed at risk: |  |
| Brief description of any action taken at the time of discovery: |  |
| **SECTION 2 : Assessment of Incident or Breach** | **To be completed by the Data Protection Officer or Bursars Office** |
| Details of the IT systems, equipment, devices, manual records involved in the security breach: |  |
| Details of information loss: |  |
| What is the nature of the information lost? |  |
| How much data has been lost? If laptop lost/stolen: how recently was the laptop backed up onto central IT systems? |  |
| Is the information unique?  Will its loss have adverse operational, research, financial legal, liability or reputational consequences for the University or third parties? |  |
| Will its loss have adverse operational, research, financial legal, liability or reputational consequences for the University or third parties? |  |
| How many data subjects are affected? |  |
| Is the data bound by any contractual security arrangements e.g. to research sponsors? |  |
| What is the nature of the sensitivity of the data? |  |

|  |  |
| --- | --- |
| **SECTION 3: Action taken** | **To be completed by the Data Protection Officer or Bursars Office** |
| Incident number: |  |
| Date report received: |  |
| Action taken to date: |  |
| Incident reported to Gardaí? | Yes/No  If YES: Date reported |
| Follow up action required/recommended: |  |
| Reported to other internal stakeholders - details, |  |
| **NOTIFICATION TO DATA PROTECTION COMMISSIONER** | Yes/No  If YES: Date reported  Details |
| Notification to data subjects | Yes/No  If YES: Date reported  Details |
| Notification to other external regulator/ stakeholder | Yes/No  If YES: Date reported  Details |

Maynooth University

Data Protection Office

Maynooth, Co. Kildare, Ireland.

**T** +353 1 708 6184 **E** ann.mckeon@mu.ie **W** maynoothuniversity.ie