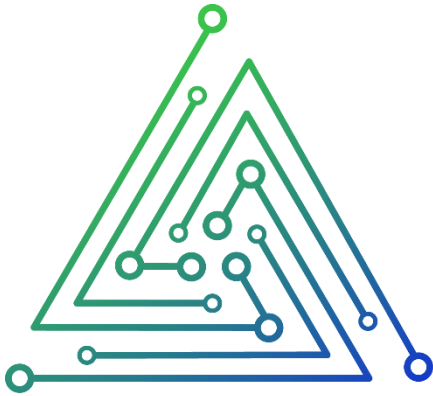


Data Breach Report Template



**Transforming
Learning
Group**



Transforming Learning Group

Data Breach Report Template

GDPR-162

(V1.03)

Please update all text highlighted in Red

Version: 1.02

Release date: April 2026

Review date: April 2027

Authorised by: DPO

Location: Shared policy, please contact gdpr@turniton.co.uk

Data Breach Report

** Mandatory fields

Person reporting the breach **	Full Name
Did you cause the breach? ** YES / NO	
If no, who did? **	

Date of breach **	[DD] / [MM] / [YYYY] XX/XX/ 2024	
Data Breach Details		
Describe what happened **		
Describe how the incident occurred **		
Describe how the data breach was discovered **		
Describe what measures were in place to prevent the data breach **		
Risk: Low / Medium / High	Sensitive data? Yes / No	Cybersecurity Incident? Yes / No
Number of records concerned:		Number of data subjects affected:
Impact of breach **		
Containment (actions) of breach (if any) **		
Describe the training provided to reduce the occurrence of the data breach:		

Date individual notified (to internal DPL)	[DD] / [MM] / [YYYY] XX/XX/ 2024
Date notified to DPO (turn it on)	[DD] / [MM] / [YYYY] XX/XX/ 2024
Type of breach (confirmed by DPO)	Near Miss / Low Level / ICO Report
Date notified to ICO (if required)	[DD] / [MM] / [YYYY] XX/XX/ 2024
Case reference number	

Mitigating actions / recommendations
Risk of recurrence: Low / Medium / High

Signed by (Data Breach reporter):	Date: [DD] / [MM] / [YYYY] XX/XX/ 2024
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Signed (Data Protection Lead):	DATE: [DD] / [MM] / [YYYY] XX/XX/ 2024
Date closed:	[DD] / [MM] / [YYYY] XX/XX/ 2024

Contact

If you would like to discuss anything in this data breach report, In the first instance please contact the Data Protection lead below: **[Update table below as per company details]**

Position	Name	Email	Phone
Data Protection Lead	[Name]	[Email]	[Phone]
Data Protection Officer	Steve Baines	Steve.Baines@transforming-learning.co.uk	07759 040485

Policy update information (policy number GDPR-162)

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

Review date	Reviewed by
02-01-2020	turn IT on
01-08-2020	turn IT on
02-08-2021	turn IT on
04-08-2022	turn IT on
01-08-2023	turn IT on
01-08-2024	turn IT on
22-04-2026	DPO

Policy update information

Review date	Revision	Description of change	By
02-01-2020	1.00	Draft release	turn IT on
01-08-2021	1.01	Full release	turn IT on
01-08-2024	1.02	Full release update	turn IT on
22-04-2026	1.03	DPO review and approval	DPO