[insert name of organisation] personal data breach log

The ICO must be notified of any personal data breach within 72 hours of detection where a breach is likely to result in a risk to the rights and freedoms of individuals

Details of breach						**Measures taken/to be taken**				
Date of breach	Number of people affected	Description of breach	How you became aware of breach	Description of data	Likely consequences of the breach	Is it necessary for individuals to be informed?	Remedial action taken	Is it necessary for the ICO to be notified? If so, when were they informed?	Other Regulators informed?	Name of staff member reporting the breach