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# **PERSONAL DATA BREACH OR COMPLAINT REPORT FORM**

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| **For completion by breach notifier/complainant** |
| Data breach or complaint | *Please specify* |
| Name of breach notifier/complainant |  |
| Contact details |  |
| Date/period of breach or complaint |  |
| Data subject(s) if not notifier/complainant |  |
| Details of breach or complaint | *Please provide as much information as possible, including any supporting evidence and details of parties involved* |
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| **For completion by Data Protection Officer – investigation and actions to be taken** |
| Name of DPO |  |
| Details of investigation |  |
| Immediate actions taken – dates and details |  |
| Notifier/complainant and data subject(s) informed – date and details |  |
| Any longer term recommendations/actions to be taken |  |
| Any other relevant information |  |
| DPO record of actions noted |  |
| Date case closed |  |