Colchester Korban Project

 Working with young people in crisis

 Reg. Office: Bethany Place

 St Anne’s Vicarage

 Compton Road

 Colchester

 CO4 0BQ

If you discover a personal data security breach, please notify us immediately by completing this form and returning it to our data representative, Amanda Binding at**: Bethany Place, St Anne’s Vicarage, Compton Road, Colchester, CO4 0BQ** or email amandasmith227@aol.com as soon as possible and within 12 hours of discovering the breach.

|  |  |
| --- | --- |
| Date and Time of Notification of Breach |  |
| Name of Person Reporting Incident  |  |
| Contact Details of Person Reporting Incident |  |
| Date Incident was discovered |  |
| Nature and content of Data Involved, if known\* Special Categories of Personal data include:* The racial or ethnic origin of the data subject
* Their political opinions
* Their religious or philosophical beliefs
* Whether they are a member of a trade union
* Their genetic data
* Biometric data used to uniquely identify them
* Their physical or mental health or condition
* Their sex life or sexual orientation
 |  |
| Brief Description of the breach and how and when the breach happened |  |
| Number of Data Subjects affected – if known |  |
| Has there been in delay in reporting, if so, please give reasons for this |  |
| Brief Description of any action since breach was discovered, if any |  |
| Was incident report to the Office of the Data Protection Commissioner? |  |