**Personal Data Breach Notification Form.**

This form provides a means of reporting all data breaches/suspected breaches across the RNLI.

Under GDPR (General Data Protection Regulations) the notification of any data breaches involving personal data have to be made to the Regulator within 72 hours of the RNLI becoming aware (where a breach is likely to result in a high risk to the rights and freedoms of individuals).

Failure to notify a breach when required to do so can result in a significant fine of up to €10million or 2% of turnover. It is therefore essential that all breaches are reported as soon as they occur.

**FILL IN AS MUCH AS POSSIBLE AND RETURN ASAP - EMAIL TO** [**data\_protection@rnli.org.uk**](mailto:data_protection@rnli.org.uk)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Breach** | **Time of Breach** | **Overview** | **How discovered** | **Person Reporting** | **Number of Records** | **People Affected** | **System/Application/Database involved** | **Type of data, data fields** | **Special Category Data (Y/N)** | **Root cause** | **Action taken** |
|  |  |  |  |  |  |  |  |  |  |  |  |