

AKU-UK Notification of Data Security Breach Form

Name and contact details of person reporting incident (email address, telephone no):	
Date incident was discovered:	
Date(s) of incident:	
Place of incident (this could be a AKU office, or an external location):	
How did the incident happen? A brief description of the incident:	
What personal data has been placed at risk? Also, please specify if any financial or sensitive personal data has been affected and provide details of the extent.	
How many individuals have been affected?	
Are the affected individuals (or any one of them) aware that the incident has occurred?	
Are you aware if any affected individuals have complained to the AKU or to any external party about the incident?	

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On the basis of what you know, what are the potential consequences and adverse effects on the affected individuals?	
Brief description of any action taken at the time of discovery of the incident (e.g. has any mitigation action been taken, has any lost data been recovered):	
To your knowledge, what measures were in place to prevent an incident of this nature occurring?	
Who else have you notified about this incident?	
Is there anything else you would like to draw to our attention in relation to this incident?	

We will need to contact you as part of our investigation, so please ensure you provide your contact details. If the data breach concerns your team or department, you and your colleagues may also be asked to assist with notifying affected individuals (where that is necessary) and to help prepare a notification to the Information Commissioner (where notification is required).

Sending this form:

Send completed form to DPO@aku.edu, with 'AKU-UK Notification of Data Security Breach Form' in the subject field.