Members of staff discovering incidents must report an information security incident or Personal Data breach immediately to the IT Service Desk at [itservicedesk@gre.ac.uk](mailto:itservicedesk@gre.ac.uk), extension 7555, also to their Line Manager or local senior manager. Reports of Personal Data breaches must also be reported to [compliance@gre.ac.uk](mailto:compliance@gre.ac.uk). Please use this form to provide details of this incident.

For further information, see the [Policy](https://docs.gre.ac.uk/rep/information-and-library-services/data-breach-and-information-security-incident-policy) On Managing Information Security Incidents (Including Data Breaches).

|  |  |
| --- | --- |
| **Person reporting the incident** |  |
| **Department and contact details** |  |
| **Date of incident** |  |
| **Description of incident:** |  |
| **Is Personal Data involved?** | **Yes No** |
| **Categories of personal data (e.g. name, address, Banner ID, etc.)** |  |
| **Categories of data subject (e.g. student, staff, student applicant)** |  |
| **Number of data subjects involved (if known)** |  |
| **Any initial action taken in response to incident** |  |