

This form is to be used when data controllers wish to report a breach of the Data Protection Act to the ICO. In the wake of a data protection breach, swift containment and recovery of the situation is vital. Every effort should be taken to minimise the potential impact on affected individuals, and details of the steps taken to achieve this should be included in this form.

Organisation Details

COMPANY NAME Future 45 Limited
 ADDRESS The Business & Technology Centre, Stevenage SG1 2DX
 COMPANY REGISTRATION No 5407413
 DATA PROTECTION REGISTER No. Z933878X
 FINANCIAL CONDUCT AUTHORITY (FCA) No. 461102
 0208 543 6006
 email@apgcover.co.uk

QUESTION	RESPONSE
Description of the incident:	
Time and date of the incident:	
Details of how the incident happened:	
If there has been a delay from the incident and notification to the ICO - why was this?	
Detail the personal data at risk.	
If any financial or sensitive personal data has been affected, to what extent?	
How many data subjects have been affected?	
Have the data subjects been notified?	
Detail the potential consequences and adverse effects on those individuals?	
Have any affected data subjects complained to the company about the incident?	
Has action to minimise/mitigate the effect on the affected individuals been taken? If so, please provide details	
Has the data placed at risk now been recovered? If so, please provide details of how and when this occurred.	
What steps have you taken to prevent a recurrence of this incident?	

QUESTION	RESPONSE
As the data controller, do you provide staff with training on the requirements of the Data Protection Act? If so, please provide any extracts relevant to this incident here.	
Confirm if training is mandatory for all staff. Had the staff members involved in this incident received training and if so when?	
As the data controller, does the organisation provide any detailed guidance to staff on the handling of personal data in relation to the incident you are reporting? If so, please provide any extracts relevant to this incident here.	
Have you reported any previous incidents to the ICO in the last two years?	
If the answer to the above question is yes, please provide: brief details, the date on which the matter was reported and, where known, the ICO reference number.	
Have you notified any other (overseas) data protection authorities about this incident? If so, please provide details.	
Have you informed the Police about this incident? If so, please provide further details and specify the Force concerned.	
Have you informed any other regulatory bodies about this incident? If so, please provide details.	
Has there been any media coverage of the incident? If so, please provide details of this.	

Provide extracts of any policies and procedures considered relevant to this incident, which of these were in existence at the time this incident occurred and the dates on which they were implemented.

NAME

POSITION

DATE