

# DATA BREACH REPORT FORM

If you know or suspect a data breach has occurred, please:

- complete this form, and
- email it to the [DataPrivacyManager@MarshallADG.com](mailto:DataPrivacyManager@MarshallADG.com), ensuring you mark your email or the form as urgent

Name and contact details of person notifying the actual or suspected breach	[Insert name and contact details]  <i>If you wish to submit an anonymous report, leave this section blank.</i>
Dept/manager	<i>[Insert department from which the report emanated and the relevant manager]</i>
Type of data breached	<i>Give details of the type of Data that has been breached.</i>
Date of actual or suspected breach	<i>[Insert date]</i>
Date of discovery of actual or suspected breach	<i>[Insert date]</i>
Date of this report	<i>[Insert date]</i>
Summary of the facts	<i>[Provide as much information as possible—including the amount, sensitivity and type of data involved]</i>
Cause of the actual or suspected breach	<i>[Provide a detailed account of what happened]</i>
Is the actual or suspected breach ongoing?	<i>[Yes OR No]</i>

Who is or could be affected by the actual or suspected breach?	<i>[Include details of categories and approximate number of individuals concerned]</i>  <i>Do not notify affected individual. The data breach team will determine who should be notified and how.</i>
Are you aware of any related or other breaches?	<i>[Yes OR No] [If yes, provide more details]</i>