

## DATA BREACH REPORT FORM

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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 | <i>[Insert name and contact details]</i><br><br><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?                                  | <b>[Yes OR No]</b>  |
| Who is or could be affected by the actual or suspected breach?              | <i>[Include details of categories and approximate number of individuals concerned]</i><br><br><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?                             | <b>[Yes OR No]</b><br><br><i>[If yes, provide more details]</i>   |