



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, ensuring you mark your email or the form as urgent.

Name and contact details of person notifying the actual or suspected breach [If you wish to submit an anonymous report, leave this section blank.]	
Department [department from which the report emanated and the relevant manager (if applicable)]	
Do wish this report to be treated confidentially [Yes/No]	
Type of data breached [Give details of the type of Data that has been breached]	
Location of Breach [Supply physical location of Breach if applicable]	
Date of actual or suspected breach [Insert Date]	
Date of discovery of actual or suspected breach [Insert Date]	
Date of this report [Insert Date]	
Summary of the facts [Provide as much information as possible—including the amount, sensitivity and type of data involved, if equipment has been affected supply an identifying No's]	



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Assumed cause of the actual or suspected breach [Provide a detailed account of what happened]	
Is the actual or suspected breach ongoing? [Yes/No]	
Who is or could be affected by the actual or suspected breach? [Include details of categories and approximate number of individuals, customer, supplier, other third party concerned] Do not notify affected individual. The data breach team will determine who should be notified and how.	
Are you aware of any related or other breaches? [Yes OR No] [If yes, provide more details]	
Is there any other information you would like to supply?	