Data Breach Reporting Form

Report breaches of information security, including potential data breaches, as soon as possible. Complete and return this form to the Bursar and the Shared Oxford Colleges Information Technology (SOCIT) team by email: bursar@spc.ox.ac.uk and it-help@spc.ox.ac.uk

Name	
Email address	
Phone number	
Role in College (Fellow/staff/student)	
Time and date of incident	
Description of incident	
How many individuals could be affected?	
Provide details of any personal data that has been placed at risk	
Brief description of any action taken at the time of the incident	
Time and date report form completed	