

## Information Security Incident Reporting Form

Email completed forms as soon as possible to [dataprotectionofficer@nwleicestershire.gov.uk](mailto:dataprotectionofficer@nwleicestershire.gov.uk)

Provide as much information as you can, but do not delay sending in the form.

For **urgent incidents** (e.g. virus infection), phone the ICT Helpdesk immediately: (01530) 454 718

GENERAL DETAILS	
Incident number:	
Department/Section:	Housing Management
Reporting officer:	██████████
Investigated by:	
Contact number:	██████████
Date form completed:	02/01/2019
Date of incident:	19/12/2018
Location of incident	██████████
ABOUT THE INCIDENT	
Incident description. What has happened?	Letter and Notice was sent to all tenants across the district advising them of the changes to the Tenancy Agreement. In the envelope that was sent to ██████████ it also included the letter that was meant for ██████████. I believe that the letter was inserted in error into the envelope by the machine in the post room
How was the incident identified?	Tenant of ██████████ rang ██████████ in the Housing Management team about the issue.
What information does it relate to? e.g. a file containing details of 100 service users name, address, direct debit details.	The letter was a generic letter that has been sent to all tenants across the district about the changes to the terms of the tenancy agreement. Letter however features a tenant's name and address on it.
What medium was the information held on? - Paper - USB stick - laptop, etc	Paper (Letter)
If electronic, was the data encrypted?	N/A
Dealing with the current incident: Please list initial actions: - Who has been informed? - What has been done?	No further actions have been taken at this stage.
Are further actions planned? If so, what?	
Have the staff involved in the security incident done any Data Protection Training?	Enveloping and filling was carried out by ██████████ in the post room. Unaware of whether Data Protection Training has been provided.

If so, what and when? (Please list)	-	
Preventing a recurrence: Has any action been taken to prevent recurrence?		
Are further actions planned? If so, what?		
1.	Was any data lost or compromised in the incident? e.g. loss of an encrypted laptop will not actually have compromised any information, unless e.g. the user was logged in when they lost it.	Name and address
2.	Was personal data lost or compromised? This is data about living individuals such as service users, Councillors or employees. This could be a breach of the Data Protection Act 1998.	Name and address
3.	If yes, was <u>sensitive</u> personal data compromised? This is data relating to health, ethnicity, sexual life, trade union membership, political or religious beliefs, potential or actual criminal offences. This could be a serious breach of the Data Protection Act 1998.	No
4.	Was adult social care, health or public health data involved?	No
5.	What is the number of people whose data was affected by the incident?	
6.	Is the data breach <u>unlikely</u> to result in a <u>risk</u> to the individual/individuals? Physically, materially, or morally? Example - physical harm, fraud, reputation, financial loss,	Yes
7.	Did people affected by the incident give the information to the Council in confidence? (i.e. with an expectation that it would be kept confidential)	Unknown
8.	Is there a risk that the incident could lead to damage to individuals e.g. via identity theft/ fraud? e.g. loss of bank details, NI numbers etc.	No
9.	Could the incident damage an individual's reputation, or cause hurt, distress or humiliation e.g. loss of medical records, disciplinary records etc.?	No
10.	Can the incident have a serious impact on NWLDC's reputation?	No
11.	Has any similar incident happened before in the section?	Unsure
12.	Please confirm you have contacted HR for advice regarding this incident.	No
13	If this incident involves the loss or theft of IT Equipment please confirm you have logged a call on the ICT Help & Support Portal on your desktop?	N/a

FURTHER ACTION: (to be completed by Business Improvement Team)	
Completed by:	
Is further action required?	
Have data subjects been informed?	
Have key stakeholders been informed?	
Have control weaknesses been highlighted and recommendations made?	
Has sufficient and appropriate action been taken?	
Does the incident need reporting to Caldicott Guardian/SIRO?	
Does the incident need reporting to the ICO?	
Does the incident need reporting to IT Security Manager?	
Has the Incident Log been updated?	
Further investigation undertaken by:-	
Date incident closed:-	

1. It is not known who completed the error, so I would recommend the on-line Data Protection training for the whole team.		
2. I do not recommend reporting the incident to the ICO as they are spasmodic incidents. However if trends analysis sees an increase of these errors, then it may have to be a future consideration.		
3. The issue seems to involve operatives not being able to leave their workstations when printing documents, as they need to be ready to take the next call. Printing is left in the back office and documents are put into envelopes when someone is available to carry out the task. I recommend that this process is reviewed, and if possible to have additional printers installed next to desks to minimise the risk of incorrect correspondence being issued and improve efficiencies.		

Evidence from Recommendations	Further Actions	Yes/No

Please contact DPO for any further information:

Nicola Taylor

Data Protection Officer

[dataprotectionofficer@nwleicestershire.gov.uk](mailto:dataprotectionofficer@nwleicestershire.gov.uk)