

Information Security Incident Reporting Form

Email completed forms as soon as possible to foi@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:	Legal
Reporting officer:	██████████
Investigated by:	
Contact number:	
Date form completed:	15.07.19
Date of incident:	15.07.19
Location of incident	Charnwood Borough Council
ABOUT THE INCIDENT	
Incident description. What has happened?	2 reports have been sent to the wrong recipient
How was the incident identified?	The receiving party reported it
What information does it relate to? e.g. a file containing details of 100 service users name, address, direct debit details.	2 contracts, one for Gap analysis and the other for Architectural consultancy. The contracts include the details of the tender application and have the personal details of the contract leads at the respective companies including names, work telephone numbers, addresses and email addresses.
What medium was the information held on? - Paper - USB stick - laptop, etc	Paper
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?	Team Leader has been informed. The contracts are being returned as a matter of urgency to NWLDC. The breach has been caught and rectified.
Are further actions planned? If so, what?	No, in light of the quick coming to light of the breach, the fact that only another professional at a local authority has found the data. It is not felt that any further action is required.
Have the staff involved in the security incident done any Data Protection Training?	Yes.
If so, what and when? (Please list)	A course with east Midlands Lawshare Data protection element on the learning pool

Preventing a recurrence: Has any action been taken to prevent recurrence?	Procedures have been refined. Elastic bands will be used to clearly define different documents within a pile of post.	
Are further actions planned? If so, what?	no	
IMPACT ASSESSMENT QUESTIONS		
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.	no
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.	Limited personal data
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?	4
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,	Very unlikely
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)	yes
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.	Very unlikely
9.	Could the incident damage an individual's reputation, or cause hurt, distress or humiliation e.g. loss of medical records, disciplinary records etc.?	Very unlikely
10.	Can the incident have a serious impact on NWLDC's reputation?	Very unlikely
11.	Has any similar incident happened before in the section?	no
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?	Yes/No	
Have data subjects been informed?	Yes/No	
Have key stakeholders been informed?	Yes/No	
Have control weaknesses been highlighted and recommendations made?	Yes/No	
Has sufficient and appropriate action been taken?	Yes/No	
Does the incident need reporting to SIRO?		
Does the incident need reporting to the ICO?	Yes/No	
Does the incident need reporting to ICT Manager?	Yes/No	
Has the Incident Log been updated?	Yes/No	
Further investigation undertaken by:-		
Date incident closed:-		

Recommendations	Assigned to	Completion Date

Evidence from Recommendations	Further Actions	Yes/No

You can also contact the following people for advice:

Business Improvement Team

Tel [REDACTED] or [REDACTED] [@nwleicestershire.gov.uk](mailto:[REDACTED]@nwleicestershire.gov.uk)