

APPENDIX A

DATA PROTECTION INCIDENT REPORT FORM

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| Date(s) of Incident: | |
| Date Incident was discovered (if different from above) | |
| Name of Person Reporting Incident: | |
| Contact Details of Person Reporting Incident: | |
| Brief Description of Personal Data Security Incident: | |
| Number of Data Subjects affected – if known: | |
| Brief Description of actions taken since Incident was discovered: (to include actions taken to recover situation and actions taken to prevent any recurrence) | |
| To Be Completed by Club Data Protection Officer / Manager | |
| Does incident constitute a Breach of our Data Protection Policy? | Yes / No |
| Time & Date when Breach confirmed by Club Data Protection Officer / Manager | |
| Time & Date of Breach being reported to the Office of the Data Protection Commissioner (This must be within 72 Hours of a Breach being confirmed) | |
| Name of Club Data Protection Officer / Manager | |