## What is a Data Breach?

A data breach occurs when personal information is lost or subjected to unauthorised access, modification, use or disclosure or other misuse.

|  |  |  |
| --- | --- | --- |
| Is the related data personal information eg Names, Addresses, Dates of birth? | Yes | No |
| If yes, proceed completing the report. If no there has not been a data breach. | | |

## Club Details

|  |  |  |
| --- | --- | --- |
| **Club Name** | **Club Contact Name** | **Contact Details – Phone & Email** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## The Facts

Please focus on facts rather than opinion, where possible. Answering the questions in the first couple of tables might help you to formulate what occurred in the table ‘What happened / The nature of the breach’ of this section.

| **WHO IS INVOLVED** | |
| --- | --- |
| **Who discovered the data breach or suspected data breach?** | Click or tap here to enter text. |
| **Who is/would be affected by the data breach/suspected data breach (if applicable and known)?** | Click or tap here to enter text. |
| **Who is the first VIEW member to whom this data breach/ suspected data breach was reported?** | Click or tap here to enter text. |

| **TIMING – DATE AND TIME** | |
| --- | --- |
| **When was the data breach or suspected data breach discovered? (date and time)** | Click or tap here to enter text. |
| **When was the data breach/ suspected data breach reported to National Office? (date and time)** | Click or tap here to enter text. |
| **When was the data breach/ suspected data breach contained, if applicable? (date and time). Please also report, if the data breach has not been contained, yet.** | Click or tap here to enter text. |
| **Please report whether you know when the data breach/ suspected data breach occurred and at what point in time or within what period this occurred; (date and time, if available)**  **OR**  **Please report what your assumptions are at what point in time or within what period this data breach occurred (date and time, if available)** | Click or tap here to enter text. |

| **PLEASE ALSO CONSIDER** | |
| --- | --- |
| What information is involved? | Click or tap here to enter text. |
| What was the cause of the breach, if known? | Click or tap here to enter text. |
| What is the extent of the breach, if known? | Click or tap here to enter text. |
| What potential harm to individuals could this breach cause? | Click or tap here to enter text. |

| **DATA MEDIUM** | | | |
| --- | --- | --- | --- |
| **What medium contained the breached personal information? (please mark with X)** | Hardcopy file  Mobile phone  Orally  Tablet Computer / Laptop  Thumb drive / flash drive  External cloud storage (e.g. Google drive, Dropbox or Apple iCloud etc.)  Other, please explain:  Click or tap here to enter text. | | |
| **Was the hardcopy/device/data base lost, stolen, hacked or in another way compromised?** | | Yes | No |
| **Was the device password protected?** | | Yes | No |
| **When was your provider informed to suspend or deactivate this device, if possible?** | | Yes | No |
| **Other information that should be reported in this context. For example, was it possible to take remedial action that prevented personal information being lost or subjected to unauthorised access, modification, use or disclosure or other misuse.** | Click or tap here to enter text. | | |

| **WHAT HAPPENED / THE NATURE OF THE BREACH** |
| --- |
| Click or tap here to enter text. |

| **HAS ANYONE ELSE BEEN INFORMED OF THIS INCIDENT**  **(e.g. Police, Insurance etc.)** | |
| --- | --- |
| Who has been informed? | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |

Save this document and email to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au) for Review/Action/Report by National Office