



RNLI Personal Data Breach Notification Form

Please complete this form with as much information as you can to report a breach or suspected breach. All breaches **must be reported immediately** to data_protection@rnli.org.uk. The RNLI is legally obliged to report serious breaches to the Information Commissioner’s Office (ICO) within 72 hours of the breach occurring. Failure to notify a breach can result in a significant fine of up to €20million or 4% of turnover.

PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE AND EMAIL ASAP TO: data_protection@rnli.org.uk

Date of Breach		Time of breach (if known)	
Name of person reporting breach			
Location or department where breach occurred			
Overview of incident (please avoid the use of names or any personal data when completing this form, if we need further information the data protection team will be in touch).			
How many people’s data is affected?			
Type(s) of data involved			
System or database involved			
Details of any special category information involved; i.e. health and medical, financial, sexual orientation, trade union membership etc.			
Please describe any action taken <ul style="list-style-type: none"> • Immediately to prevent further harm to people involved in this incident • Longer term actions to prevent similar incident happening again (if known). 			
Please outline cause of breach if known.			