

**Appendix 1: Incident Report Form**

<b>Description of the Data Breach:</b>	
<b>Time and Date breach was identified and by whom</b>	
<b>Who is reporting the breach: Telephone/Email</b>	
<b>Classification of data breached</b> i. Public Data ii. Internal Data iii. Confidential Data iv. Highly confidential Data	
<b>Category of data breach</b> i. Confidentiality breach ii. Availability breach iii. Integrity breach	
<b>Volume of data involved</b>	
<b>Confirmed or suspected breach?</b>	
<b>Is the breach contained or ongoing?</b>	
<b>If ongoing what actions are being taken to recover the data</b>	
<b>Who has been informed of the breach</b>	
<b>Any other relevant information</b>	

Email form to Email: [security@thriverecruitment.co.uk](mailto:security@thriverecruitment.co.uk) and call 0161 823 3495 to advise the analyst that a Data Security Breach report form is being sent.

<b>Received by:</b>	
<b>Date/Time</b>	