ANNEX C

Billingborough Parish Council
Data Breach Record

All data breaches must be recorded whether or not they are reported to individuals. The record will help to identify system failures and should be used to improve the security of personal data.

Date of Breach	Type of Breach	No of persons affected	Date Reported (ICO & Subject)	Actions to Prevent Reoccurrence

Report a data breach to the ICO via: https://ico.org.uk/for-organisations/report-a-breach/