**Legal Aid Board Data Breach Incident Form**

Any person who becomes aware of a data breach by the Legal Aid Board should report it immediately to the Data Protection Officer (DPO):

Email: [**dataprotection@legalaidboard.ie**](mailto:dataprotection@legalaidboard.ie)

Phone: **01 6469 764**

This form should be completed as soon as a potential breach incident is identified. All of the sections on the form must be completed by the staff member who identifies the incident and their line manager.

Further information on data breaches is available in the Board’s Data Breach Policy & Procedure which is available in the iLAB> Data Protection> Board Policies> Data Breaches,

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| **STAFF MEMBER REPORTING BREACH**  **BUSINESS SECTION AND ADDRESS** |  |
| **STAFF MEMBER INVOLVED IN BREACH INCIDENT**  **(this assists Data Protection section with follow-up)** |  |
| **NAME(S) OF CLIENT(S):** |  |
| **EOS/FMS case management reference no.** |  |
| 1. **If you have not notified the Data Protection Officer of the breach within 72 hours, provide an explanation why.** |  |
| 1. **Date and time the breach occurred – and is this an estimate?** |  |
| 1. **Date and time you discovered the**   **breach?** |  |
| **4. Is the breach ongoing?** |  |
| **5. Explain the nature of the breach and how it occurred.**  **If data was disclosed to an incorrect recipient, please specify if they are a client, member of the public, employees, private practitioner, barrister, external department staff etc.)** |  |
| **6. Is any of the following information disclosed - Name, PPSN, contact details, date of birth, passport, driving licence (or other national id card), location data, economic or financial data, criminal**  **convictions, offences or security measures?** |  |
| **7. Any other details of data released**  **additional to question 6?** |  |
| **8. Do the documents contain any of the following sensitive data?**  **Data relating to:**   * **race or ethnicity;** * **religious or philosophical beliefs;** * **political opinions;** * **trade union membership;** * **sex life data;** * **genetics;** * **health;** * **genetic or biometric data.**   **If unknown please specify.** |  |
| **9. How many people are affected? - Is there personal data of others in the documents involved? (for example spouse/children named)** |  |
| **10. Does the breach relate to vulnerable**  **people? (Children/person with a disability)?** |  |
| **11. How many documents are involved in the breach?**  **What is the general nature of the documents?** |  |
| **12. Does the breach involve data maintained for the prevention, detection, investigation, prosecution of criminal offences or the execution of criminal penalties in the State?** |  |
| **13. Have you taken any steps, additional to notification, to address the breach?** |  |
| **14. What internal controls are in place within your office to minimise breaches occurring?** |  |
| **15. Have you secured or retrieved the data?**  **(Please note that data protection staff will follow-up in 4, 8 and 12 weeks to monitor retrieval efforts)** |  |
| **16. Can you confirm how retrieval of data was requested?**   1. **Formal letter enclosing s.a.e.** 2. **Email Message**   **c) Telephone call** |  |
| **17. If retrieval is possible and has not occurred, explain why.** |  |
| **18. Does the data relate to processing**  **outside of Ireland and will individuals**  **outside of Ireland be affected?** |  |

**Please return this form to:**

Data Protection Officer

Legal Aid Board

48-49 North Brunswick Street

Georges Lane

Smithfield

Dublin 7

D07 PEOC

01 6469 764

Or by email to [dataprotection@legalaidboard.ie](mailto:dataprotection@legalaidboard.ie)