



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

Data Breach Log

Document control

- **Owner:** Assistant Clerk
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027

1. Purpose

This log is to record all actual or suspected personal data breaches affecting Barrowby Parish Council, whether or not the breach is reportable to the Information Commissioner's Office (ICO).

A separate entry should normally be completed for each incident.

Data Breach Log Entry

1. Reference details

Breach reference number: _____

Date discovered: _____

Time discovered: _____

Date reported internally: _____

Time reported internally: _____

Reported by: _____

Role / relationship to Council: _____

Reported to: _____

2. Description of the incident

Description of the incident / suspected breach:

How the breach occurred (if known):

Date of incident (if different from discovery date): _____

Time of incident (if known): _____

Location / system / service involved:

3. Data involved

Type of personal data involved:

Name

Address

Telephone number

Email address

Financial information

Payroll / HR data

Sensitive / special category data

CCTV images

Allotment records

Burial ground records

Complaint / casework records

Other: _____

Description of data involved:

Volume of data / number of records involved (if known):

4. Affected individuals

Categories of affected individuals:

- Resident / member of public
- Councillor
- Employee
- Volunteer
- Contractor
- Allotment tenant
- Burial rights holder / family member
- Complainant / correspondent
- Other: _____

Number of individuals affected (actual or estimated):

Names of affected individuals, if known:

5. Risk assessment

Initial assessment of likely risk to the rights and freedoms of individuals:

- Unlikely to result in a risk
- Likely to result in a risk
- Likely to result in a high risk
- Not yet known / under assessment

Potential consequences / harms identified:

- Distress or embarrassment
- Loss of confidentiality
- Identity theft / fraud risk
- Financial loss
- Reputational damage
- Discrimination
- Physical safety concern
- Safeguarding concern
- Other: _____

Risk assessment summary:

Assessed by: _____

Date of assessment: _____

6. Containment and mitigation

Immediate containment action taken:

Further mitigation steps taken or planned:

Date containment action completed / initiated: _____

Responsible officer: _____

7. ICO notification

Was ICO notification required?

Yes

No

Under consideration

Reason for decision:

Date ICO notified (if applicable): _____

Time ICO notified (if applicable): _____

Method / reference number: _____

8. Notification to affected individuals

Were affected individuals notified?

Yes

No

Not required

Under consideration

Reason for decision:

Date individuals notified (if applicable): _____

Method of notification:

- Email
- Letter
- Telephone
- In person
- Other: _____

9. Outcome, lessons learned and follow-up

Outcome / resolution:

Lessons learned:

Follow-up action required:

- Policy review
- Procedure change
- Staff / councillor training
- Technical security improvement
- Records management action
- Contractor / processor follow-up
- No further action
- Other: _____

Details of follow-up action:

Responsible person for follow-up: _____

Target completion date: _____

Date closed: _____

Closed by: _____

Note:

This log must be completed for all actual or suspected personal data breaches, whether or not the breach is reportable to the ICO. The log should be retained in accordance with the Council's Records Retention Schedule.