

# Report an unlawful use of personal data

This form is for data controllers to report that data has been unlawfully obtained or disclosed (a breach of section 55 of the Data Protection Act) to the ICO.

We will use the information you provide to record the incident, and make decisions about any further action we may take. Please provide as much information as possible.

## 1. Please describe what has happened

## 2. Has personal data been put at risk?

- Yes
- No

If yes, please describe the type of data involved

## 3. How many individuals have been affected?

## 4. Have the individual(s) responsible or involved in the incident been identified?

- Yes
- No

## 5. Has there been any media coverage of the incident?

- Yes
- No

6. Have you informed the data subjects about the incident?

Yes

No

7. Have you taken action to minimise or mitigate the effect on those affected?

Yes

No

If yes, please provide details

8. Have you notified any other bodies or regulators about this incident? If so, please provide details

Please include their response, and any relevant reference number, eg crime reference number

9. Is there any other information you think would be relevant?

10. Your details

Full name:

Organisation:

Last name:

Address:

Email:

Phone:

## 11. Sending your form to us

### **By email**

Please note that we cannot guarantee security of forms or any attachments sent by email.

1. Fill in this form and save it to your computer.
2. Open a new email, with 's55 breach notification form' in the subject line.
3. Email the completed form to [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **By post**

Print this form and post it to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

### **What happens next?**

When we receive this form, we will contact you within seven calendar days to provide:

- A case reference number; and
- Information about our next steps.