

APPENDIX 1

**Duncan Self Drive Hire Ltd General Data Protection Regulation (GDPR)
Data Protection Breach Record**

Date: / /				
Outline of breach:				
Which data subjects are involved:				
Date type involved:				
Reported by:				
Phone/email sent to DPO: Yes/No	Is this high risk	Yes/No	Report to ICO	Yes/No
Date reported to data subjects:				
Actions taken:				
Preventative actions suggestions- Including training:				
Notes:				
Actions approved by:			Date	/ /