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**Report a Data Breach**

**Name of reporting officer:**

**Date of report:**

**Date of breach:**

**Nature of breach (tick all that apply):**

Unauthorised access 🞎

Data loss (including loss of equipment holding personal data) 🞎

Criminal activity 🞎

Inappropriate sharing of personal data 🞎

Cyber attack/hack/phishing 🞎

Security failure 🞎

Other (please specify)

**Details of breach:**

**Please send your completed form without delay to:** [infocompliance@leedsbeckett.ac.uk](mailto:infocompliance@leedsbeckett.ac.uk)