



THE LABOUR COURT
An Chúirt Oibreachais

Labour Court

Data Breach Report Form

Note:

- 1. You must complete all parts of this form in full.*
- 2. This form must be completed as soon as possible after the data breach is detected.*
- 3. Where assistance is required please contact the Data Protection at: dataprotection@labourcourt.ie*
- 4. A copy of this form must be retained for inspection purposes.*
- 5. This form is not the same as the form that must be completed on-line and submitted to the [Data Protection Commission](#).*

Please complete all parts of this Form in full.

Part A – Details of the Data Security Breach

1. **Date(s) of Breach:** _____

2. Date incident was discovered (This may be same date as the date of the breach):

3. Name of the Person Reporting incident: _____

4. Contact details of the Person Reporting incident: _____

5. Number of Data Subjects affected – if known

Part B – Description of the Data Security Breach

6. Brief description of Personal Data Security Breach:

(please describe as clearly as possible what happened here):

7. Brief description of any action taken since breach was discovered:

(please describe as clearly as possible what actions you have taken to rectify matters since the breach occurred):

Part C – Notification Processes - Data Security Breach

8. Has the incident been reported to the following internal parties?

Senior Line Management

YES

NO

Data Protection Officer

YES

NO

9. Has the incident been reported to the Office of the Data Protection Commission?

YES

NO

Part D - Declaration

I declare that all the details I have provided in this Form are true and complete to the best of my knowledge.

Signature: _____

Date: _____

Please return the completed Form to:

**Data Protection Officer
Department of Business, Enterprise & Innovation**

**23 Kildare Street
Dublin 2
D02 TD30**

Or e-mail to:
dataprotection@dbei.gov.ie