GDPR Initial Staff Report

AIVS Software Limited | All employees directors contractors and temporary staff

Use this form to make the first written report before an authorised handler enters the matter into the AIVS GDPR software. Send it through the current approved internal reporting route.

Urgent reports. For a suspected breach or other urgent incident, contact the Designated Director or another AIVS Director immediately. Do not wait for this form to be complete. This form does not determine the legal outcome or create the permanent database record.

1 Report routing

Date and time reported	**Reported to**
Reporting method	**Urgent direct contact made at**

2 Reporter details

Staff name	**Role or team**
Work email	**Work telephone**

3 Type of report

Select every option that may apply.

- ☐ Suspected personal data breach
- ☐ Personal information request
- ☐ Privacy complaint
- ☐ New processing supplier system or AI use
- ☐ Other privacy concern

Other concern details

4 When the matter arose

Date and time discovered or received	**Time zone if relevant**
How it was discovered or received	**Person or organisation involved**
Contact details only if needed	**Relationship to AIVS**

5 Initial facts

Record what is known now. Distinguish facts, estimates and information that is not yet known. Do not delay reporting while gathering more information.

What happened was requested or was complained about

Original words used by the person where relevant

What is known

What is estimated or not yet known

Systems accounts devices documents or locations involved

6 Personal information involved

Use broad categories. Do not copy the personal information into this form unless it is necessary for the initial report.

- ☐ Names or contact details
- ☐ Staff applicant or client records
- ☐ Account identifiers or access details
- ☐ Financial information
- ☐ Health or other special category information
- ☐ Criminal offence information
- ☐ Images messages or activity logs
- ☐ Other category

Other category details	**Approximate people affected**
Approximate records affected	**If unknown write unknown**

May access disclosure loss alteration or unavailability still be continuing Select one

- ☐ Yes
- ☐ No
- ☐ Unknown

7 Urgency indicators

Tick all that apply. Do not delay reporting.

- ☐ Unauthorised access may continue
- ☐ Sent to the wrong recipient
- ☐ Device or paper record lost or stolen
- ☐ Information deleted damaged or unavailable
- ☐ Credentials or access may be compromised
- ☐ Immediate risk to a person
- ☐ Request or complaint needs prompt routing
- ☐ Urgency is unclear

8 Immediate actions already taken

Record only actions already taken. Do not investigate contact affected people erase devices or circulate exposed information unless authorised.

Actions taken	
Authorised by	**Date and time**
Result	**Further action believed necessary**

9 Evidence preserved

Use references rather than attaching unnecessary copies of personal information to this form.

Evidence type	**Approved restricted storage location**
Folder message log or document reference	**Preserved by**
Date and time preserved	

10 Reporter confirmation

☐ Complete to the best of my present knowledge

☐ Facts estimates and unknowns are distinguished

☐ Relevant evidence has been preserved

Reporter's typed name	Date and time

For the Designated Director or authorised handler only

Complete this section when the report is received. Do not ask the reporter to make legal decisions.

11 Receipt and initial handling

Received by	Date and time received

Immediate instructions given

Urgent escalation required Select one

☐ Yes ☐ No ☐ Under review

Assigned handler	Restricted case folder reference

Further information required

11 Receipt and initial handling continued

Follow up owner	

12 Initial classification

Select one. Use Under review where classification is not settled.

- ☐ Personal information request
- ☐ Privacy complaint
- ☐ Personal data breach
- ☐ Processing supplier system or AI review
- ☐ Other
- ☐ Under review

13 GDPR software entry

Date and time entered	Entered by
Software section or approved route	**Permanent software reference**
Supporting restricted folder reference	**Entry checked by and date**

Handover notes

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