

*This* [*data security*](http://psnc.org.uk/ds) *policy assist the pharmacy’s aligment with the* [*Data Security and Protection Toolkit (DSPTK)*](http://psnc.org.uk/dsptk)*. Related pharmacy policies are at PSNC’s* [*data security templates webpage*](http://psnc.org.uk/dstemplates)*.*

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| < Insert name of pharmacy>  **Information security incident report form** | | | |
| Doc prepared by: | Doc approved by: | Date next review due: |  |
| Date prepared: | Date approved: | Date review takes place: |  |

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| **Community pharmacy information security incident report form** | | | | | | | |
| **Reference number:** | | Click or tap here to enter text. | **Pharmacy/branch name:** | | | Click or tap here to enter text. | |
| **Incident details** | | | | | | | |
| **Date of incident:** | | Click or tap here to enter text. | | | | | |
| **Location of Incident:** | | Click or tap here to enter text. | | | | | |
| **Summary of incident:**  **(State facts only and not opinions. Include details of staff involved and any contributing factors)** | | Click or tap here to enter text. | | | | | |
| **Incident classification**  **(including (i) whether a risk to the rights and freedoms of the patient(s) is likely and (ii) if so whether that risk is high)**  **(see incident the management procedure for guidance)** | | Click or tap here to enter text. | | | | | |
| **Brief description of action already taken** | | Click or tap here to enter text. | | | | | |
| **Actions taken to prevent a reoccurrence** | | Click or tap here to enter text. | | | | | |
| **Has the IG lead been informed?** | | **Yes**  **No** | | | **Has NHS England**  **been informed?** | | **Yes**  **No** |
| **Have you contacted your insurers?** | | **Yes**  **No** | | | **Have you sought advice from the DPO?** | | **Yes**  **No** |
| **Must you notify the ICO?** | | **Yes**  **No** | | | **Have you notified the ICO without delay and within 72 hours?** | | **Yes**  **No** |
| **Must you inform the patient(s)?** | | **Yes**  **No** | | | **Have you informed the patient(s) without delay?** | | **Yes**  **No** |
| **Details of any advice provided to pharmacy** | | Click or tap here to enter text. | | | | | |
| **Reporter details** | | | | | | | |
| **Name** | Click or tap here to enter text. | | | ***Job title (#)*** | | Click or tap here to enter text. | |
| **Information Governance lead follow up (investigations, findings and planned actions)** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **IG lead name(s):** | Click or tap here to enter text. | | | ***Date*** | | Click or tap here to enter text. | |

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| *This data security document assists the pharmacy’s aligment with the Data Security and Protection Toolkit (DSPTK). Related pharmacy policies and more can be found at:*   * [*psnc.org.uk/ds*](http://psnc.org.uk/ds)*;* * [*psnc.org.uk/dsptk*](http://psnc.org.uk/dsptk)*; and* * [*psnc.org.uk/dstemplates*](https://psnc.org.uk/dstemplates)*.*   *Pharmacy contractors with queries about the original template or questions about DSPTK may contact* [*it@psnc.org.uk*](mailto:it@psnc.org.uk)*.*  *This document is based on a template updated during: Feb 2021* |