

ISI reference number (ISICTxxxx)	Date incident reported	Time incident reported	Date of incident * * If known, if not use approximate date	Time of incident	Directorates	Incident	Personal data involved?	Source of report	Action taken	Team Responsible for Breach	Breach of KCC's policies / procedures / processes? (and if so which ones)	Breach of Data Protection legislation by KCC?	The volume of personal data lost / compromised / corrupted (must notify ICO if >1000)	The sensitivity of the data lost / compromised / unlawfully corrupted (must notify ICO if highly sensitive data and/or there is significant risk of harm to individual(s))	Escalated to ICO?	Rationale if not notified to ICO / Outcome of Risk Assessment	Incident considered "near miss"?	Days between date of incident and date of report	Reason for delay if more than 3 days (72 hours)	Date investigation closed	Allocated IG Specialist	Category of Incident	Secondary Category
ISI21/721	24/11/2021	10:44	24/11/2021		Children, Young People and Education	Letter sent to wrong address - complaint from parent	Yes	Youth Hub Delivery Manager	Data breach report form completed - apology issued and ICO recommendations followed	Bwale EHU	Yes - Information Security policies and protocols (http://www.bourcouncil.org.uk/Pages/Information-security.aspx)	Yes	2	High	Yes - IC-142899-B016			1		25/05/2022	Hannah	Sent to wrong postal address	