

ISI reference number (BIC1xxxx)	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 individuals[3])	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
ISI21633	12/10/2021	10:57	12/10/2021		Strategic & Corporate Services	Stolen laptop	Yes	Service Request Team - Cantium Business Solutions	Data breach report form completed - laptop stolen as part of house break-in. Reported to police. Individual arrested but laptop not yet recovered. Laptop removed from system by ICT	Infrastructure Division	No	Yes	N/A	Low	No	Does not meet criteria for notification		1		10/10/2021	Sandra	Stolen IT Equip.	
ISI21777	22/12/2021	12:03	22/12/2021		Growth, Environment & Transport	Laptop & iPad stolen from vehicle	Yes	Area Manager - West Kent	Data breach report form completed - theft reported to police. All staff will be reminded about leaving equipment in cars etc.	Kent Community Warden Service	Yes - Information Security policies and protocols <a href="http://hrinfo.courcouncil.gov.uk/information-security.aspx">http://hrinfo.courcouncil.gov.uk/information-security.aspx</a>	Yes	N/A	Low	No	Does not meet criteria for notification		1		29/12/2021	Sandra	Stolen IT Equip.	