

No.	Near miss / breach (risk rating)	Date of awareness	Description of breach/near miss	Cause	Action item(s)	Follow up needed	NPES	Follow up category	Notification(s) Required? Risk assessment and rational for decision.	Close out date for follow up	Relevant Docs Location
1	Breach (No risk)	06/01/2020	Email to providers reminding them to declare no of residents was sent with emails of providers in cc field rather than bcc fields. These emails were a mix of corporate email addresses and work email addresses of particular people. The result was the disclosure of these email addresses to all recipients.	Human Error	DPO discussed with management in business area and suggested a revision of process with a built in control.	Revision of process agreed to be implemented	NA	Process improvement	No. DPO assessed the level of risk to DSs by disclosure of emails to be "no risk" given the information contained in the email, i.e. general reminder to register capacity, and professional nature of email addresses. Also, recipients were trusted recipients which are subject to confidentiality obligations.	End Jan	http://edm/CEO/ExecutiveManagementTeam/IG%20Documents/Data%20Breaches%20Reports%20and%20Investigation%20Forms/2020/DB%2001%202020
2	Near miss	04/02/2020	Letter sent to incorrect provider - human error resulted in wrong letter going in the envelopes to be dispatched to the providers.	Human Error	DPO conducted risk assessment; no personal data disclosed so no breach	NA	NA	NA	No, not a breach.	NA	http://edm/CEO/ExecutiveManagementTeam/IG%20Documents/Data%20Breaches%20Reports%20and%20Investigation%20Forms/2020/DB%2002%202020
3	Near miss	14/04/2020	Email sent to former owner of DC. Only personal data was email address of recipient, information not disclosed to other parties.	Human Error	DPO conducted risk assessment; email address of former owner disclosed to himself so not disclosure to a third party. Details of HIQA staff in public domain	Recipient contacted and asked to delete email and confirm the same.	NA	NA	No, not a breach.	NA	http://edm/CEO/ExecutiveManagementTeam/IG%20Documents/Data%20Breaches%20Reports%20and%20Investigation%20Forms/2020/DB%20014_04_2020
4	Breach (No risk)	15/04/2020	A draft inspection report was sent in error to the wrong provider. There was an error in attaching the file and the report for another DC was sent instead. Only personal data contained in the email was names/contact details of HIQA staff.	Human Error	DPO conducted risk assessment; recipient contacted and asked to delete email and confirm deletion, which was provided. Provider of centre which was subject to report was contacted and informed of error and apology given.	NA	NA	NA	No. DPO assessed the level of risk as "no risk" given that the only personal data was a work email address which is in the public domain. Also, recipients were trusted recipients which are subject to confidentiality obligations.	NA	http://edm/CEO/ExecutiveManagementTeam/IG%20Documents/Data%20Breaches%20Reports%20and%20Investigation%20Forms/2020/DB%20013_05_2020
5	Breach (No risk)	17/04/2020	Notes of one to one with team member accidentally attached to email to 3 other individuals, error caused by selecting in correct file as attachment. Email sent internally, and one of the three recipients informed sender. Email was not read by the other two. Recall and deletion request sent and emails deleted.	Human Error	DPO conducted risk assessment. Sender send recall and deletion request and unopened by 2 out of 3 recipients. Opened email deleted by third recipient. Manager informed staff member in question of the error and apologised.	NA	NA	NA	No. DPO assessed the level of risk as "no risk" as the notes of the one to one were solely work/task related no personal/performance details contained. Only personal data disclosed was fact that a one to one held and name of staff member, which would have been known to the three other employees.	NA	http://edm/CEO/ExecutiveManagementTeam/IG%20Documents/Data%20Breaches%20Reports%20and%20Investigation%20Forms/2020/DB%20017_04_2020

6	Breach (No risk)	24/05/2020	Email address sent to incorrect recipient. Cause was typo in inserting the email address by sender.	Human Error	DPO conducted risk assessment. Sender requested recipient to delete email and confirm same, which was done. Check was done to ensure that email address was correct in database etc.	NA	NA	NA	No. DPO assessed the level of risk as "no risk" given that the only personal data was a work email address which is in the public domain and gives rise to risks to data subject. Also email that was sent was deleted by recipient.	NA	http://edm/CEO/ExecutiveManagementTeam/IG%20Documents/Data%20Breaches%20Reports%20and%20Investigation%20Forms/2020/DB%2024.05.2020
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