**Breaches Log Template**

**[Name of Firm] Date: DD/MM/YYYY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Number of people/clients affected** | **Nature of Breach** | **Description of Breach including FCA rule if applicable** | **How the breach was identified** | **Customer Detriment / foreseeable harm** | **Action Taken / Regulator advised** | **Training need identified / documentation or process change required.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Produced by Cobra Network for Cobra Network Members**