**All Staff: Actual or Potential Breach Notification Form**

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| **STEP 1 – REPORT ACTUAL OR POTENTIAL BREACH – ALL STAFF** | | | |
| **Your name:** |  | **Your position:** |  |
| **Date of event:** |  | **Date identified:** | *(If different from date of event.)* |
| **Name of line manager** | *(If different from name of person reporting date.)* | **Date notified to line manger:** |  |
| **Name of Responsible Officer (RO):** |  | **Date notified to RO:** |  |
| **Describe the breach (actual or potential):** | *(Aim to provide as much information as possible so as to enable the Responsible Officer to:*   * *understand the nature, root cause and extent of the actual or potential breach;* * *the possible legal, compliance and risk management issues that may arise from it; and the* * *adequacy of any proposed remedial and or mitigation activities.)* | | |
| **STEP 2 – SEND NOTIFICATION FORM TO THE APPLICABLE** [UNIVERSITY RESPONSIBLE OFFICER](https://unite.latrobe.edu.au/sites/admin/riskmanagement/Compliance%20Documents/Responsible%20Officer%20Resources/Responsible%20Officer%20Register%20May%202018/Attachment%20C%20Responsible%20Officer%20Register%20(Cascading%20Accountability%20Framework)%2008052018.pdf?Web=1)**, OR IF IN DOUBT, SENT TO** [**compliance@latrobe.edu.au**](mailto:compliance@latrobe.edu.au) | | | |

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| **INTERNAL USE ONLY *(Risk Management Office / Responsible Officer to populate)*** | |
| **Issue Name:** |  |
| **Issue Reference:** |  |