**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.)*

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| **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%28Cascading%20Accountability%20Framework%29%2008052018.pdf?Web=1)**, OR IF IN DOUBT, SENT TO** **compliance@latrobe.edu.au** |

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