

Appendix B

Breach Reporting Form

Name of reporter	
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Date of breach	
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Why do you think this is breach?			
Details of breach			
Implications of breach			
Actions to rectify breach			
Has the breach been rectified?	Yes		Date
	No		Expected resolution date

Ongoing actions to rectify	
Other relevant information	
Changes to practice / procedures	

Ref to Governance Manager	Date	
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Ref to Head of Pensions	Date	
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Ref to S151 Officer	Date	
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