

# Solihull Borough Talking Newspaper Association

## **Report of a Breach of The Data Protection Rules as Set Out In The Current Version of The Association's Policy And Procedure Document.**

1. Trustees, volunteers and registered listeners of the Association are required to report any breaches or suspected breaches, of the requirements set out in the above named document to the Data Protection Officer if available, or to the Chair of the Association as soon as possible. The report is to be in writing but may be orally initially.

2. Name of Person Reporting the Breach or Suspected Breach:

3. Details of the breach or suspected breach, including the names of those with information about it and the place, date and time: (Attach a separate sheet if necessary).

4. Date and time of report.

5. Data Protection Officer's response.

6. Action taken.

Please send completed forms to: [sbtnainfo@gmail.com](mailto:sbtnainfo@gmail.com) for the attention of the Chair and the Data protection Officer, or post to The Chair, Solihull Borough Talking Newspaper Association, The Core, LGF, Homer Road, Solihull, B91 3RG

November 2025