
Data breach notification form
(for clients)

0. Data breach notification

(Attention: Do not transmit the personal data concerned by the data breach with the notification of the violation)

Type of notification	<input type="checkbox"/> Complete notification <input type="checkbox"/> Preliminary notification <input type="checkbox"/> Complementary / amended notification
ID of notification (internal use)	
Summary of the data breach (summarize the events that occurred)	

1. About you

1.1 Contact details	
Name of the organization you work .Address and any relevant contact details of the organisation	
Email address	
Phone number	
Postal address	
Name and qualification of the other involved party	

2. Timeline

Date of breach	
Date of awareness of breach	
Means of detection of breach	
Reasons for late notification of breach (if applicable)	

3. About the breach

Nature of the incident	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Integrity <input type="checkbox"/> Availability
	<input type="checkbox"/> Device lost or stolen <input type="checkbox"/> Paper lost or stolen or left in insecure location <input type="checkbox"/> Mail lost or opened <input type="checkbox"/> Hacking <input type="checkbox"/> Malware (e.g. : ransomware) <input type="checkbox"/> Phishing <input type="checkbox"/> Incorrect disposal of personal data on paper <input type="checkbox"/> Ewaste (personal data still present on obsolete device) <input type="checkbox"/> Unintended publication <input type="checkbox"/> Data of wrong data subject shown <input type="checkbox"/> Personal data sent to wrong recipient <input type="checkbox"/> Verbal unauthorized disclosure of personal data <input type="checkbox"/> Other :
Cause of the breach	<input type="checkbox"/> Internal non malicious act (breach of policy) <input type="checkbox"/> Internal malicious act <input type="checkbox"/> External non malicious act <input type="checkbox"/> External malicious act <input type="checkbox"/> Other :

4. About the breached data

Regular data	<input type="checkbox"/> Data subject identity (name, surname, date of birth) <input type="checkbox"/> National identification number <input type="checkbox"/> Contact details <input type="checkbox"/> Identification data <input type="checkbox"/> Economic and financial data <input type="checkbox"/> Official documents <input type="checkbox"/> Location data <input type="checkbox"/> Genetic or biometric data <input type="checkbox"/> Criminal convictions, offence or security measures
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Special categories of data	<input type="checkbox"/> Data revealing racial or ethnic origins <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input type="checkbox"/> Trade union membership <input type="checkbox"/> Sex life data <input type="checkbox"/> Health data <input type="checkbox"/> Genetic data <input type="checkbox"/> Biometric data <input type="checkbox"/> Not yet known <input type="checkbox"/> Other :
Approximate number of personal data records concerned by the breach	

5. About the data subjects

Type	<input type="checkbox"/> Employees <input type="checkbox"/> Users <input type="checkbox"/> Subscribers <input type="checkbox"/> Students <input type="checkbox"/> Military staff <input type="checkbox"/> Customers (current and prospects) <input type="checkbox"/> Patients <input type="checkbox"/> Minors <input type="checkbox"/> Vulnerable individuals <input type="checkbox"/> Not yet known <input type="checkbox"/> Others :
Detailed description of the concerned data subjects	

6. About the measures in place **BEFORE** the breach

Description of measures in place before the breach	
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7. Consequences

Case breach of confidentiality	<input type="checkbox"/> Larger distribution than necessary or consented by data subjects <input type="checkbox"/> Data may be linked with other information of the data subjects <input type="checkbox"/> Data may be exploited for other purposes and / or unfair manner <input type="checkbox"/> Other :
Case breach of integrity	<input type="checkbox"/> Data may have been modified and used even though it is no longer valid <input type="checkbox"/> Data may have been modified into otherwise valid data and subsequently used for other <input type="checkbox"/> Other :
Case breach of availability	<input type="checkbox"/> Loss of the ability to provide a critical service to the affected data subjects <input type="checkbox"/> Alteration of the ability to provide a critical service to the data subjects <input type="checkbox"/> Other :
7.4 Physical, material or non-material damage or significant consequences to the data subjects	
Nature of the potential impact for the data subject	<input type="checkbox"/> Loss of control over their personal data <input type="checkbox"/> Limitation of their rights <input type="checkbox"/> Discrimination <input type="checkbox"/> Identity theft <input type="checkbox"/> Fraud <input type="checkbox"/> Financial lost <input type="checkbox"/> Unauthorised reversal of pseudonymisation <input type="checkbox"/> Damage to reputation <input type="checkbox"/> Loss of confidentiality of personal data protection by professional

	secrecy <input type="checkbox"/> Other (please describe) :
Severity of the potential impacts	<input type="checkbox"/> Negligible <input type="checkbox"/> Limited <input type="checkbox"/> Significant <input type="checkbox"/> Maximal

8. Taking action

8.1 Communication to data subjects	
Information of data subjects	<input type="checkbox"/> Yes <input type="checkbox"/> No but they will be informed <input type="checkbox"/> No they will not be informed <input type="checkbox"/> Not defined at this time
Date of when information was given to data subjects if they already have been informed	
Content of the information delivered to the data subjects	<i>(Submit the content communicated to the data subjects with the notification)</i>
Reason for not informing data subject	<input type="checkbox"/> The controller has implemented appropriate technical and organisational protection measures, and those measures were applied to the personal data affected by the personal data breach, in particular those that render the personal data unintelligible to any person who is not authorised to access it. <input type="checkbox"/> The controller has taken subsequent measures which ensure that the high risk to the rights and freedoms of data subjects is no longer likely to materialise. <input type="checkbox"/> It would involve disproportionate effort to inform each data subject individually.