

### DATA BREACH NOTIFICATION FORM TO THE SUPERVISORY AUTHORITY

From: [Company Name]

To: [name and address of the Supervisory authority]

Sent by:

- Post
- Email
- Fax
- Other .....

1. [Redacted]
2. Following the data breach, the following personal data were affected: [Redacted].
3. [Redacted]
4. We believe that the personal data breach might have the following consequences:  
[list all possible consequences]
5. [Redacted]
6. [Redacted]

**Commented [GDPR1]:** This notification must be sent as soon as possible, but within 72 hours from the date/time when the suspected data breach has occurred.

Adapt this form to suit your correspondence style.

**Commented [EUGDPR2]:** Fill in with the complete name and address of your company.

**Commented [GDPR3]:** Indicate through which channels you have sent this notification.

**Commented [EUGDPR4]:** Please fill in with the data of the

**Commented [EUGDPR5]:** Insert details of the nature of the data breach and a description.

**Commented [EUGDPR6]:** E.g. [Redacted] etc.

**Commented [EUGDPR7]:** If possible, please fill in with an approximate number.

**Commented [EUGDPR8]:** Please fill in with the possible

**Commented [EUGDPR9]:** Please fill in with the measures you

**Commented [EUGDPR10]:** Please fill in the name of the corresponding employee.