

DATA BREACH NOTIFICATION FORM TO DATA SUBJECTS

From: [Company Name]

To: [Affected data subject name and address]

Sent by:

- Post
- Email
- Fax
- Other

1. [Redacted]

2. As a result of the above mentioned personal data breach, the personal data concerning you might have been:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

by unauthorized persons.

3. [Redacted]

4. The following measures have been taken/will be taken to address the data breach:

[list all the measures taken]

5. [Redacted]

Commented [GDPR1]: Feel free to adapt this notification to any other form that is more appropriate to your style of communication with your customers and other contacts.

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 tick the appropriate box. You can tick multiple boxes if necessary.

Commented [EUGDPR5]: Please fill in with the possible [Redacted]

Commented [EUGDPR6]: Please fill in with the measures you [Redacted]

Commented [EUGDPR7]: Please fill in the name of the corresponding employee.

Commented [GDPR8]: In case you do not have the Data Protection Officer insert the responsible employee job title (e.g. Legal Counsel, IT Security Officer, etc.).