European Data Protection Supervisor

personal data breach notification FORM[[1]](#footnote-1)

(artICLE 34 OF THE rEGULATION (EU) 2018/1725)

**DATE:** Click here to enter a date.

**A. TYPE OF NOTIFICATION**

A.1 COMPREHENSIVE[[2]](#footnote-2) [ ]

A.2 IN PHASES[[3]](#footnote-3): INITIAL:[ ]  FOLLOW-UP[[4]](#footnote-4) [ ]  CONCLUSIVE[[5]](#footnote-5)[ ]

Reference Case File[[6]](#footnote-6) : Click here to enter text.

A.3 REGISTRATION NUMBER[[7]](#footnote-7) OF DATA BREACH IN YOUR REGISTER:

YES [ ]  REG.NO: Click here to enter text.NO[ ]

**B. DATA CONTROLLER EUI :**

B.1 NAME OF THE ORGANIZATION (EUI ): Click here to enter text.

B.2 ADDRESS: Click here to enter text.

B.3 CONTACT PERSON: Click here to enter text.

B.4 TELEPHONE: Click here to enter text. B.5 EMAIL: Click here to enter text.

B.6 DATA PROTECTION OFFICER Click here to enter text.

B.7 TELEPHONE: Click here to enter text. B.8 EMAIL: Click here to enter text.

**C. DATA PROCESSOR: (indicate if the data breach was reported by the processor)**

C.1 NAME OF THE ORGANIZATION: Click here to enter text.

C.2 ADDRESS: Click here to enter text.

C.3 CONTACT PERSON: Click here to enter text.

C.4 TELEPHONE: Click here to enter text. C.5 EMAIL: Click here to enter text.

C.6 DATA PROTECTION OFFICER : Click here to enter text.

C.7 TELEPHONE: Click here to enter text. C.8 EMAIL: Click here to enter text.

**D. DATA BREACH SECTION**

D.1 Briefly explain the incident and how the data breach was detected: Click here to enter text.

D.2 Security criteria affected (tick one or more boxes)

I.CONFIDENTIALITY [ ]  (potential) unauthorized disclosure or access

II.INTEGRITY [ ]  accidental or unlawful alteration

III. AVAILABILITY [ ]  accidental or unlawful destruction or loss

D.3 EXACT DATE OR PERIOD OF THE DATA BREACH: Click here to enter text.

D.4 DETECTION DATE[[8]](#footnote-8): TIME : Click here to enter text.

D.5 NOTIFICATION DATE[[9]](#footnote-9): Click here to enter a date. TIME : Click here to enter text.

D.6 If more than 72 hours have passed between detection and notification, explain why you did not notify in time: Click here to enter text.

D.7 WHO WAS INFORMED/ INVOLVED IN THE INCIDENT[[10]](#footnote-10): Click here to enter text.

D.8 CATEGORIES OF PERSONAL DATA AFFECTED[[11]](#footnote-11) Click here to enter text.

D.9 APPROXIMATE NUMBER OF PERSONAL DATA AFFECTED Choose an item.:

Please Specify the exact number if possible: Click here to enter text.

D.10 CATEGORIES OF PERSONS AFFECTED[[12]](#footnote-12): Click here to enter text.

D.11 APPROXIMATE NUMBER OF PERSONS AFFECTED: Click here to enter text.

D.12 LIKELY or ACTUAL CONCEQUENCES OF THE DATA BREACH FOR THE DATA SUBJECTS: Click here to enter text.

D.13 ESTIMATION OF THE RISK TO THE RIGHTS AND FREEDOMS OF NATURAL PERSONS:

 RISK [ ]  HIGH RISK[ ]

D.14 Briefly explain how the assessment of the risk to the rights and freedoms of natural persons was done. Click here to enter text.

D.15 Have you informed the persons affected about the breach? YES[[13]](#footnote-13) [ ]  if yes, WHEN: Click here to enter a date.

NO[ ] , If no, explain why not (yet) Click here to enter text.

D.16 ACTION MEASURES TO ADDRESS THE RISK AND TO LIMIT ITS IMPACT[[14]](#footnote-14): Click here to enter text.

D.17 LAUNCH OF A FORMAL SECURITY INCIDENT PROCESS: YES [ ]  NO[ ]  if no, motivate why not: Click here to enter text.

D.18 ROOT CAUSE OF THE DATA BREACH[[15]](#footnote-15): Click here to enter text.

1. All communications shall be encrypted. Therefore, when sending the form and any other attachment by email to the functional mailbox **data-breach-notification@edps.europa.eu** it shall be encrypted (zip), and the password shared with the EDPS by alternate means (by SMS or call). Please add a separate telephone number in the email where we can reach you for the password. [↑](#footnote-ref-1)
2. Select when this is a complete notification. [↑](#footnote-ref-2)
3. Select when this is an initial, incomplete, notification, further information to follow (Art.34(4) of the Regulation 2018/1725) [↑](#footnote-ref-3)
4. This is a follow-up to initial notification [↑](#footnote-ref-4)
5. This is the final information for the incident [↑](#footnote-ref-5)
6. In case of a follow-up or conclusive type of notification, please indicate if available the Case File number provided by the EDPS. [↑](#footnote-ref-6)
7. Art 34(6) of the Regulation 2018/1725 [↑](#footnote-ref-7)
8. Indicate the date when you become aware of the personal data breach. [↑](#footnote-ref-8)
9. The notification date should be less than 72 hours after you become aware of the breach. If this is not the case the reasons for the delay shall be presented. [↑](#footnote-ref-9)
10. Indicate the persons involved in the handling of the incident (internal and external) of the EU institution [↑](#footnote-ref-10)
11. List all elements/fields of data that were compromised e.g. first and last names, date of birth, financial data, health data, etc. [↑](#footnote-ref-11)
12. List all the categories of the data subjects affected, e.g. EU staff, , MEPs, European citizens, children, vulnerable groups such as handicapped people etc. [↑](#footnote-ref-12)
13. If yes, attach a copy of the communication sent to the data subject [↑](#footnote-ref-13)
14. List of security and mitigation measures to address the risk e.g. data was encrypted, redundant system allowed the organisation to have an access to the data for business continuity purposes. . [↑](#footnote-ref-14)
15. Explain the root cause of the security incident that lead to the data breach. [↑](#footnote-ref-15)