



EUROPEAN DATA PROTECTION SUPERVISOR

PERSONAL DATA BREACH NOTIFICATION FORM¹

(ARTICLE 34 OF THE REGULATION (EU) 2018/1725)

DATE: Click here to enter a date.

A. TYPE OF NOTIFICATION

A.1 COMPREHENSIVE² ☐

A.2 IN PHASES³: INITIAL: ☐ FOLLOW-UP⁴ ☐ CONCLUSIVE⁵ ☐

Reference Case File⁶ : Click here to enter text.

A.3 REGISTRATION NUMBER⁷ 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.

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.

² Select when this is a complete notification.

³ Select when this is an initial, incomplete, notification, further information to follow (Art.34(4) of the Regulation 2018/1725)

⁴ This is a follow-up to initial notification

⁵ This is the final information for the incident

⁶ In case of a follow-up or conclusive type of notification, please indicate if available the Case File number provided by the EDPS.

⁷ Art 34(6) of the Regulation 2018/1725

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 DATE⁸: [Click here to enter text.](#) TIME : [Click here to enter text.](#)

D.5 NOTIFICATION DATE⁹: [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 INCIDENT¹⁰: [Click here to enter text.](#)

D.8 CATEGORIES OF PERSONAL DATA AFFECTED¹¹ [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 AFFECTED¹²: [Click here to enter text.](#)

D.11 APPROXIMATE NUMBER OF PERSONS AFFECTED: [Click here to enter text.](#)

D.12 LIKELY or ACTUAL CONSEQUENCES 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.](#)

⁸ Indicate the date when you become aware of the personal data breach.

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.

¹⁰ Indicate the persons involved in the handling of the incident (internal and external) of the EU institution

¹¹ List all elements/fields of data that were compromised e.g. first and last names, date of birth, financial data, health data, etc.

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.

D.15 Have you informed the persons affected about the breach? YES¹³ ☐ 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 IMPACT¹⁴: [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 BREACH¹⁵: [Click here to enter text.](#)

¹³ If yes, attach a copy of the communication sent to the data subject

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. .

¹⁵ Explain the root cause of the security incident that lead to the data breach.