

Template for data breach notifications

I. IDENTIFICATION OF DATA CONTROLLER

This information is exclusively for the relevant Data Protection Authority, not to be shared with third parties.

I.1 Details of company

Company name

Address

Postal Code

City

Country

I.2 Contact person (to obtain complementary information)

Name

Position

Address

Postal Code

City

Country

E-mail address

Telephone no.

I.3 Type of notification

- Complete notification (fields included in section II and III shall be completed within 72-h after having been aware of the data breach)
- Notification in two steps (fields included in section II shall be completed within the 72-h notification period and fields included in section III shall be completed within four weeks after having been aware of the data breach)

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