**Personal Data Breach**

**PDPPL-02040403E**

**Notification Form for Regulated Entities**

**National Cyber Governance and Assurance Affairs**

**Version: 2.0**

**First Published: November 2020**

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**Classification: Public**

**Document History**

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| **Version Number** | **Description** | **Date** |
| **1.0** | Published V1.0 Document | November 2020 |
| **2.0** | Published V2.0 Document | September 2022 |

**Related Documents**

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| **Document Reference** | **Document Title** |
| **PDPPL-02050217E** | Personal Data Breach Notification Guidelines for Regulated Entities (English) |

*This form needs to be filled by controllers to notify the National cyber governance and assurance affairs of a personal data breach that they have suffered. Prior to completing this form, you should go through the National cyber governance and assurance affairs’s Personal Data Breach Notification Guidelines for Regulated Entities to understand the PDPPL’s requirements for personal data breach notifications.*

Answer the following questions and attach the appropriate evidence to this application.

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| **Details of the controller** | |
| Provide details of your organisation here. | |
| Name |  |
| Location |  |
| Link to website |  |
| Telephone Number |  |
| Email Address |  |

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| **Details of the controller’s point of contact for the breach** | |
| Please nominate a single point of contact for this data breach (e.g. your data privacy programme leader) and provide their contact information here. | |
| Name |  |
| Position / Role / Job Title |  |
| Telephone Number |  |
| Email Address |  |

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| **Data Breach Detection and Notification Information** | |
| Provide the requested information outlined below about the breach. | |
| Date and Time Notification Submitted |  |
| Date and Time of Detection of the Data Breach |  |
| Elapsed Time Between Detection and Notification |  |
| Reason for elapsed time (if any) |  |

**Breach information**

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| **Description of the Nature of the Personal Data Breach** |
| Describe the current understanding of how the breach occurred (e.g. unauthorised access, accidental) and any supporting information for example, which systems, applications or databases are affected, and what was the immediate action taken to contain/mitigate the breach? Please provide as much information as currently available. |
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| **Description of the personal data and individuals affected the Nature of the Personal Data Breach** |
| Describe the nature of the personal data that has been impacted by the breach and the individuals affected including, where possible:   * Categories and approximate number of data subjects affected * Categories and approximate number of personal data records concerned * Whether special categories of personal data (sensitive personal data) are at risk |
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| **Likely Consequences of the Data Breach** |
| Describe what the likely effects on data subjects may be of the breach and the risks they may face, including potential timescales. If you cannot identify consequences leave blank. E.g. if any account details have been stolen that could result in further serious consequences. |
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| **Measures Already Taken to Address the Breach** |
| Describe the mitigating actions that have been taken already to reduce the impact of the breach, prevent any further breaches and otherwise address the risk posed to data subjects. Leave blank if none taken. |
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| **Measures Identified but not Taken to Address the Breach** |
| Describe actions that have been identified, but not yet taken, that may help to reduce the impact of the breach, prevent any further breaches and otherwise address the risk to data subjects. Leave blank if none identified. E.g. contacting data subjects to inform them that their account has been compromised and that they should change their password without delay to prevent further breaches. |
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| **Improvement plan to prevent breach from happening again** |
| What are the lessons learnt from the breach, and what mitigating actions should be taken, to prevent such a breach from occurring again? |
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| **Declaration and Sign-off** | |
| * We declare that we are fully authorised to submit this form on behalf of the controller, the information provided in this form is true to the best of our knowledge, and that we are responsible if the information provided to the National cyber governance and assurance affairs is found to be inaccurate. | |
| Authorised Signatory  (for and on behalf of the organisation) |  |

**End of Document**