

*Personal Data Breach*

*Notification Questions*

*Details of Data Protection Breach*

*All personal data breach notifications must be submitted via the Breach Notification functionality on the Online Registry Solution,* [*www.registration.adgm.com*](http://www.registration.adgm.com)

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| Details of the Incident |
| Incident Date |
| How did the Incident happen |
| Reason for the delay in reporting the incident to the Commissioner (if any) |
| What measures did you put in place to prevent the incident from occurring? |
| Details of Policies & Procedures in place that are considered relevant to the incident |
| Policies & Procedures Implementation Date |

*Personal Data at Risk*

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| Details of Personal data that has been placed at risk |
| Details of affected financial or sensitive data |
| Number of affected individuals |
| Are the affected individuals aware of the incident? |
| Potential detriment to individuals and adverse effect on those individuals |
| Have any affected individuals complained to the Data Controller |
| Has the organization taken any action to minimize/mitigate the effect on the affected individuals? |
| Has the data placed at risk now been recovered? |
| Steps that the Data Controller has taken to prevent a recurrence of the incident |

*Data Processors (Third Party)*

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| Was the incident a result of a breach by a Data Processor? (If No, skip to *Training and Guidance*) |
| What action(s) did the Processor take to minimise/mitigate the effect on the affected individuals? |
| Were there any contractual obligations with the Processor regarding the use of personal data? |
| Did the contractual obligations include technical and organisations regarding security? |
| Do you consider the incident has breached any contractual obligations or safeguards? |
| What action have you taken with regard to the Processor? |

*Training and Guidance*

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| As a Data Controller did you provide your staff with training on the requirements of the Data protection Regulations? |
| Is the training mandatory for all staff? |
| Had all of the staff members involved in this incident received training? |
| As the Data Controller are you providing any detailed guidance to staff on the handling of personal data in relation to the incident you are reporting? |

*Previous Reports*

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| Have you reported any previous incidents to the Commissioner in the last two years? |

*Miscellaneous*

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| Have you notified any other (overseas) data protection authorities about this incident? |
| Have you informed the Police about this incident? |
| Has there been any media coverage of the incident? |

# For further information, please contact us

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| **Telephone Number** | **Email Address** |
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