

CONFIDENTIAL: INTERNAL MEMORANDUM

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Internal Data Privacy Breach

Dear [Employee Name],

We are writing to formally notify you of a data privacy incident involving your personal information that was held within our internal systems.

What Happened?

On [Date of Discovery], the Bank identified an unauthorized [access/disclosure] of employee records. Our investigation determined that between [Start Date] and [End Date], your information was accessed by [briefly describe nature of incident, e.g., an unauthorized internal user / an accidental system export].

What Information Was Involved?

The incident involved the following types of your information:
[Insert list, e.g., Full Name, Social Security Number, Bank Account Details, Payroll Records, Home Address].

What We Are Doing

Upon discovery, we immediately secured the affected systems and revoked the unauthorized access. We have also initiated a full forensic audit to ensure no further data is at risk. [Optional: We are providing you with (Number) months of credit monitoring services at no cost.]

What You Can Do

We recommend that you remain vigilant by taking the following steps:

- Monitor your personal bank accounts for any suspicious activity.
- Update your internal system passwords and security questions.
- Review the attached FAQ for instructions on how to enroll in credit monitoring.

For More Information

The Bank takes the privacy of our staff very seriously. If you have questions regarding this incident, please contact the Data Protection Office at [Email/Phone Number] or speak with your HR Representative.

Sincerely,

[Name]

[Title]

[Bank Name] Data Privacy Office