

To: Data Protection Officer (DPO)

From: [Your Name/Department]

Date: [Insert Date]

Subject: Formal Declaration of Personal Data Breach / Security Incident

1. Incident Overview

Type of incident: [e.g., Unauthorized access, loss of hardware, accidental disclosure]

Date and time of discovery: [Insert Date/Time]

Status: [Ongoing / Contained]

2. Description of the Incident

[Provide a brief summary of how the incident occurred and what systems or processes were affected.]

3. Categories of Data and Data Subjects

Types of personal data involved: [e.g., Names, contact details, financial records, passwords]

Approximate number of data subjects affected: [Insert Number]

Categories of data subjects: [e.g., Employees, customers, patients]

4. Potential Impact and Risks

[Describe the potential consequences for the individuals, such as identity theft, fraud, or loss of confidentiality.]

5. Measures Taken or Proposed

[Describe the immediate actions taken to contain the breach and any planned steps to mitigate further risk.]

6. Contact Point

Primary contact person for this investigation: [Name and Contact Information]

Signed,

[Your Signature]
[Your Job Title]