

Notification procedure of a personal data breach

Annex 1 MODEL OF A BREACH NOTIFICATION FORM

Data of persons and company	
1. Name, surname and telephone number of the person completing the form	
2. Name, surname, telephone number of the person who noticed the breach	
3. Name of the Company concerned by the breach	
4. Other entities involved in the processing of the personal data affected by the personal data breach: name, contact details and role of the entity in the processing of data	
Place and time of the personal data breach	
5. Address of the place where the personal data breach occurred	
6. Date and hour of the occurrence/beginning of the personal data breach	
7. Date and time of termination of the personal data breach	
8. If applicable – date and time of notification of the breach by the processor (subcontractor)	
9. Date and time of informing the Controller about the personal data breach	
Description of the personal data breach	
10. Description of the personal data breach (including a description of how the breach was noticed):	
Categories of persons and personal data	
11. What categories of persons are affected by the personal data breach: employees, clients, contractors, users, subscribers, patients, students, competition participants, others?	

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12. Does the personal data breach concern the processing of children's data?	
13. Approximate number of persons whose data have been affected by the personal data breach	
14. Approximate number of entries of the personal data affected by the personal data breach (this does not apply to the number of persons, one person can be assigned several entries, e.g. several transactions)	
15. Did the personal data breach include:	
a) identification data, e.g. name, surname, ID card number, IP address	
b) PESEL or other identification number	
c) contact data, e.g. e-mail, telephone number, mailing address	
d) economic and financial data, e.g. transaction stories, invoices, bank account details, applications for financial support	
e) official documents, e.g. notarial deeds, identity cards, driving licenses, residence cards, ID cards, etc.	
f) location data, e.g. GPS, data on movement, place of residence, etc.	
g) data on racial or ethnic origin	
h) data on political views	
i) data on religious beliefs or worldviews	
j) on membership of trade unions	
k) on sexuality or sexual orientation	
l) health data	
m) genetic data	

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n) biometric data to uniquely identify a person	
o) data concerning convictions	
p) data regarding prohibited acts	
q) other – please describe	
Possible consequences (please tick "X" with selected consequences)	
16. Loss of control over own personal data	
17. Limitation of the possibility to exercise the rights under art. 15-22 GDPR	
18. Limitation of the exercise of rights	
19. Discrimination	
20. Identity theft or fraud	
21. Financial Loss	
22. Damage to the reputation	
23. Loss of confidentiality of personal data protected by professional secrecy	
Measures taken to address the personal data breach	
24. A description of measures taken or proposed to mitigate possible adverse effects and the recurrence of the breach	
25. Other important information regarding the breach:	