

Reporting data protection breaches

In the event of a data protection breach, the customer must be informed within 24 hours with this information:

Section 1 **Details of the provider**

Measures suitable for creating awareness for data protection.

1. Name of the provider

2. Name and contact details of the data protection officer or another contact person for further information:

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3. Information as to whether this is a first or second notification:

4. Date and time of the incident (if known, otherwise estimate):

5. Date and time of the determination of the incident:

6. Circumstances surrounding the breach of the protection of personal data (e.g. loss, theft, duplication):

7. Nature and content of the personal data concerned:

8. Technical and organisational measures that the provider has taken or will take with regard to the personal data concerned:

9. Provision of relevant services by another provider (if applicable):

Section 2

Further information on the breach of the protection of personal data

1. Summary of the incident that caused the breach of the protection of personal data, specifying the physical location of the breach and the data carrier concerned:

2. Number of affected participants or persons:

3. Possible consequences and possible adverse effects on participants or people:

4. Technical and organisational measures taken by the provider to mitigate possible adverse effects:

Section 3 **Possible additional notification of participants or persons**

1. Content of the notification:

2. Means of communication used:

3. Number of notified participants or persons:

Section 4 **Possible cross-border issues**

1. Breach of the protection of personal data affecting participants or persons in other member states:

2. Notification of other competent national authorities: