

Notification procedure of a personal data breach

Annex 2
MODEL OF AN ENTRY TO THE REGISTER OF BREACHES

Contents of the register of breaches:

Date and time of acceptance of a notification of a breach
If the notification comes from a subcontractor, enter a name of the entity in which the personal data breach occurred
Name and surname of the person notifying the personal data breach
Name and surname of the person who noticed the personal data breach
The department/location of the notifying person
Description of the personal data breach

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Is the personal data breach subject to notification to the Office for Personal Data Protection?
If so, complete the following fields:

Category of persons subject to the breach

The approximate number of people whose data concerns the subject of the breach

Category of personal data subject to the breach

An approximate number of entries of personal data affected by the breach

Possible consequences of the personal data breach

Please describe the measures taken or proposed to be taken by the Controller in order to address the personal data breach, including measures to mitigate its possible adverse effects

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Date and time of submitting the notification to the Office of Personal Data Protection

Have the data subjects been informed about the personal data breach?

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**ANNEX 3
MODEL OF A PERSONAL DATA BREACH NOTIFICATION OF A DATA SUBJECT**

_____, on _____

(name and address of the Controller)

(Name, Surname and address of a data subject)

Personal Data Breach Notification

Pursuant to Article 34 par. 1 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, OJ EU L.2016.119.1; hereinafter referred to as GDPR), I hereby notify a breach of personal data at _____

(hereinafter referred to as the Controller), which results in a high risk of violating the rights and freedoms of natural persons.

Below I present the necessary information about the personal data breach:

Nature of the personal data breach	
First and last name and contact details of the Data Protection Officer or other contact point, from which more information on the breach can be obtained	

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Description of the possible consequences of the personal data breach	
Description of measures taken or proposed to be taken by the Controller to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects	

Yours sincerely,

(date and signature of a person authorized to represent the Controller)