

Data Breach Notification Report

1. Organisation Details

Organisation Name

Contact Person

Email Address

Phone Number

2. Breach Description

Date Discovered

Date Occurred

Description of the Breach

How the Breach Was Discovered

Systems Affected

3. Impacted Data

Types of Personal Data Involved

Estimated Number of Affected Individuals

4. Individuals Notified

Notification Method

Date of Notification

5. Mitigation Measures

Immediate Actions Taken

Planned Future Actions

6. Additional Information

Other Relevant Details