Data Security Breach Notification Form

1. Organization Details

Organization Name

Contact Person

Email Address

Phone Number

2. Breach Details

Date and Time Discovered

Date and Time Occurred (if known)

Description of the Breach

Type of Data Involved

Estimated Number of Individuals Affected

3. Actions Taken

Immediate Actions Taken

Measures to Prevent Future Breaches

[   ]

4. Notification

Have individuals affected been notified?

[▼]

Have authorities been notified?

[▼]

Additional Comments

[   ]