Data breach notification form

Please return this form **in its docx** **version** to the email address: databreach@cnpd.lu

 (**Attention:** Do not transmit the personal data concerned by the data breach with the notification of the violation to the CNPD)

1. Data breach notification

|  |  |
| --- | --- |
| Preliminary or complementary notification | [ ]  Preliminary[ ]  Complete [ ]  Complementary / amended notification -> In case of complementary / amended notification, enter here the notification number provided by the CNPD |
| Summary of data breach(*Explain what has happened, what has not worked and how it happened*) | Click or tap here to enter text. |

1. Identification of stakeholders

|  |
| --- |
| 1.1 The controller |
| Name of the Organization | Click or tap here to enter text. |
| Address and contact details of the Organization  | Click or tap here to enter text. |
| Sector of activity of the Organization | Click or tap here to enter text. |
| Number of employees of the Organization | [ ]  < 10[ ]  < 50[ ]  < 250[ ]  < 1000[ ]  ≥ 1000 |

|  |
| --- |
| 1.2 The declarer |
| Name and function of the declarer | Click or tap here to enter text. |
| Address and contact details of the declarer | Click or tap here to enter text. |

|  |
| --- |
| 1.3 involvement of others parties, except the controller, in the data breach  |
| Name (s) and description of the other parties involved | Click or tap here to enter text. |

1. Chronology

*Specify date and time specific format « JJ/MM/YY HH:MM »*

|  |  |
| --- | --- |
| Beginning date of the breach | Click or tap to enter a date. |
| Date of awareness of breach *(by the controller or the processor)* | Click or tap to enter a date. |
| Ending date of breach | Click or tap to enter a date. |
| Reason of a late breach notification *(when there is more than 72 hours between awareness and notification)*  | Click or tap here to enter text. |
| Comments on dates / hours | Click or tap here to enter text. |

1. About the breach

|  |  |
| --- | --- |
| How was the breach detected? | Click or tap here to enter text. |
| Nature of the incident | Select an item (Without modifying it)Click or tap here to enter text. |
| Cause of the breach | Select an item (Without modifying it) |

1. About the data affected by the breach

|  |  |
| --- | --- |
| Regular data | [ ]  Data subject identity (name, surname, date of birth)[ ]  National identification number[ ]  Contact details[ ]  Identification data[ ]  Economic and financial data[ ]  Official documents[ ]  Location dataList the concerned data : Click or tap here to enter text. |
| Special categories of data or related to convictions / offences | [ ]  Data revealing racial or ethnic origins[ ]  Political opinions[ ]  Religious or philosophical beliefs[ ]  Trade union membership[ ]  Sex life data[ ]  Health data[ ]  Criminal convictions, offence or security measures[ ]  Genetic or biometric data[ ]  Not yet knownList the concerned data : Click or tap here to enter text. |

1. About the data subjects

|  |  |
| --- | --- |
| Type | Select an item (Without modifying it) |
| Detailed description of the data subjects | Click or tap here to enter text. |
| Number of data subjects | Click or tap here to enter text. |
| Country of residence of the data subjects | Click or tap here to enter text. |

1. Risk analysis

**7.1 Impact**

|  |  |
| --- | --- |
| Loss of confidentiality | [ ]  |
| Loss of integrity | [ ]  |
| Loss of availability | [ ]  |

|  |  |
| --- | --- |
| Nature of the potential impact on the data subjects  | Select an item (Without modifying it)Explanations related to the impact’s nature :Click or tap here to enter text. |

**7.2 Probability**

|  |  |
| --- | --- |
| Assessment of the probability that the potential risk materializes | Click or tap here to enter text. |

**7.3 Conclusion - risk**

|  |  |
| --- | --- |
| Assessment of the level of risk to the rights and freedoms of the data subjects | Select an item (Without modifying it) |
| Detail the reasoning that has led you to this assessment *(a risk analysis can be transmitted in attachment)* | Click or tap here to enter text. |

1. Measures related to the incident

|  |
| --- |
| 8.1 Measures in place before the violation |
| Description of the technical and organizational measures | Click or tap here to enter text. |

|  |
| --- |
| 8.2 Measures taken to limit the potential impact of the violation on the data subjects |
| Description of the technical and organizational measures | Click or tap here to enter text. |

|  |
| --- |
| 8.3 Measures to inform the persons concerned (*fill the boxes A)* ***OR*** *the box B)* ) |
| A) You have or are going to inform (*within the meanings of the art. 34*) the data subjects |
| Information to the data subjects | Date of information: Click or tap to enter a date.Number of informed people: Click or tap here to enter text.Channel used to inform: Click or tap here to enter text.*(Ex: mail, email, phone …)* |
| Content of the information provided to the data subjects | Click or tap here to enter text.*(Documents can be passed using an attachment if necessary)* |
| Recommendations given to data subjects in order to protect themselves | Click or tap here to enter text. |
| B) You will not inform the data subjects |
| Reason not to inform the concerned persons | Click or tap here to enter text. |

|  |
| --- |
| 8.4 Measures taken to prevent the violation from recurring |
| Description of the technical and organizational measures | Click or tap here to enter text. |

1. Cross border and other notification

|  |
| --- |
|  |
| Is this notification a cross-border notification made to your lead supervisory authority? | [ ] Yes [x]  NoIf yes, precise list of EU countries concerned by the breach:Click or tap here to enter text. |
| Has the breach been or will it be notified directly to other concerned EU supervisory authority? | [ ] Yes [x]  NoIf yes, indicate the other(s) Supervisory Authority concerned:Click or tap here to enter text. |
| Has the breach been or will it be notified to Data Protection Authorities outside the EU ? | [ ] Yes [x]  NoIf yes, indicate the other(s) Data Protection Authority outside EU concerned:Click or tap here to enter text. |
| Has the breach been or will it be notified to other EU regulators because of other legal obligations (example: NIS directive, eIDAS regulation)? | [ ] Yes [x]  NoIf yes, indicate the other(s) regulator(s) notified:Click or tap here to enter text. |

Version 2.1