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. |

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| 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 data  List 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 known  List 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**

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| --- | --- |
| 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

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| --- | --- |
| 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. |

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| 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

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|  | |
| Is this notification a cross-border notification made to your lead supervisory authority? | Yes  No  If 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  No  If 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  No  If 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  No  If yes, indicate the other(s) regulator(s) notified:  Click or tap here to enter text. |

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